

Intimation to Shareholder(s)

The Ministry of Corporate Affairs (MCA), vide Circular Nos. 09/2024 dated September 19, 2024, read with its Circulars No. 09/2023 dated 25th September, 2023, No. 02/2022 dated 5th May, 2022, and No. 10/2022 dated 28th December, 2022, No. 02/2021 dated 13th January, 2021, No. 19/2021 dated 8th December, 2021, No. 21/2021 dated 14th December, 2021, No. 20/2020 dated 5th May, 2020, No. 17/2020 dated 13th April, 2020, No. 14/2020 dated 8th April, 2020 and SEBI Circulars No. SEBI/HO/CFD/CFD-PoD-2/P/CIR/2024/133 dated 03rd October, 2024, issued by the Securities and Exchange Board of India ('SEBI Circular') has allowed conducting Annual General Meetings (AGMs) through Video Conferencing (VC) or Other Audio Visual Means (OAVM). MCA and SEBI have also granted permission to communicate with shareholders via their registered email IDs to facilitate better and timely communication. Shareholders are urged to register and/or update their Permanent Account Number (PAN) and bank mandate to ensure timely receipt of dividends or other considerations and to help prevent fraudulent encashment of warrants.

Accordingly, to update the details with the Company, you may follow the below procedure:

Updation	Procedure	Documents
Email Id & PAN	Physical Holding: Send an email to Company's email id investorrelations@saven.in or to the Company's Registrar & Transfer Agent, XL Softech Systems Limited email id xlfield@gmail.com along with the details in prescribed form ISR-1 , which is available on the Company's Website www.saven.in	A signed request letter mentioning your folio no. and signed form along with KYC documents.
	Demat Holding: Update the email id / PAN through your Depository Participant	
Bank Mandate	Physical Holding: Send an email to Company's email id investorrelations@saven.in or to the Company's Registrar & Transfer Agent, XL Softech Systems Limited email id xlfield@gmail.com along with the details in prescribed form ISR-1 or ISR-2 as applicable, which are available on the Company's Website www.saven.in	A signed request letter mentioning your folio no. and signed form along with KYC documents.
	Demat Holding: Update the Bank mandate through your Depository Participant	

Please note that, in view of the aforesaid circulars, physical dispatch of any communication / notices / financial statements / dividend warrants or any such documents is not possible. It would be highly appreciated that the shareholders co-operate and support and do the needful at the earliest.