

**FOR THE ATTENTION OF - HOLDERS OF PHYSICAL SHARES OF THE COMPANY**

**Intimation to furnish valid PAN, KYC details and Nomination**

The Securities and Exchange Board of India (SEBI) vide its Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 Dated May 07, 2024, with subject 'Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination', has mandated for all the security holders holding securities in physical form to furnish the below mentioned forms duly filled in along with proper details and the relevant self-attested documents with date to the Registrar and Share Transfer Agent (RTA) of the Company.

S.No.	Form	Purpose
1.	Form ISR-1	Request for registering/ changes/updation of PAN, contact details (postal address with pin no., compulsory to provide e-mail address and mobile no.), Bank account details (Bank and Branch name , Bank account number, IFS code), Major mismatch in signature or updation/non availability of specimen signature
2.	Form ISR2	Confirmation of Signature of securities holder by the Banker
3.	Form ISR-3	Declaration Form for Opting-out of Nomination (for shareholders who have not registered any nominee and who do not wish to have any nominee) (if any)
4.	Form No. SH-13	Nomination Form (for shareholders who have not registered any nominee earlier).
5.	Form No. SH-14	Cancellation or Variation of Nomination (if any)

The aforesaid forms can be downloaded from the website of the Company at [www.svcindustriesltd.com](http://www.svcindustriesltd.com) and [www.linkintime.co.in](http://www.linkintime.co.in).

These documents can be sent directly to the RTA in any of the following manner:

Through 'In Person Verification' (IPV): by producing originals to the authorized person of the RTA, who will retain copies of the documents.

Through hard copies: by furnishing self-attested and dated hard copies of the required documents

Electronic mode: The holder(s)/ claimant(s) may furnish the documents to RTAs electronically including by way of e-mail address already registered with the RTA, with E-sign of scanned copies of the documents or through service portal of the RTA provided the documents furnished shall have e sign of the holder(s)/ claimant(s).

Note 1: that the PAN to be furnished by you should be linked with Aadhaar and in case the same is not so linked you are requested to link it.

Note 2: Folios without PAN, KYC details and Nomination.

The security holder(s) whose folios(s) do not have PAN, Choice of Nomination, Contact Details, Bank Account Details and Specimen Signature updated, shall be eligible:

a. to lodge grievance or avail any service request from the RTA only after furnishing PAN, KYC details and Nomination.

b. for any payment including dividend, interest or redemption payment in respect of such folios, only through electronic mode with effect from April 01, 2024. An intimation shall be sent by the Listed Company to the securityholder that such payment is due and shall be made electronically only upon complying with the requirements stated in the above para.

As such, you are requested to kindly take a note of the above and furnish the aforesaid details and self-attested documents at the earliest to the Company's RTA:

Unit: SVC Industries Limited

Link Intime (India) Private Limited

C-101, 247 Park, LBS Marg,

Vikhroli (West), Mumbai – 400083