

# SANATHNAGAR ENTERPRISES LIMITED

Lodha Excelus, N.M Joshi Marg, Mahalaxmi, Mumbai 400 011, India

## Instructions for updation of KYC Documents

To,  
Shareholders holding Shares in Physical Form  
Sanathnagar Enterprises Limited

Pursuant to SEBI circular SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 3, 2021 and further clarification dated 14/12/2021 the shareholders holding securities in physical form have to mandatorily update and provide the following to CIL Securities Limited the Registrar and Transfer Agents (RTA) of the Company if you have not provided earlier:

1. Update/provide your KYC details (i.e PAN, Address proof, specimen signature, email id and Mobile no.) as per Form ISR-1 and Nomination details in SH-13 with our RTA as soon as possible.
2. Declaration to Opt-out : In case of any share holder(s), do not wish to nominate any person(s) in the event of his/her death, he/she shall file Declaration to Opt-out', in Form ISR-3 with our RTA.
3. Submit SH-14 to change/cancel in the nomination. In case of cancellation of nomination by the holder(s) through Form SH- 14, then 'Declaration to Opt-out' shall be provided by the holder(s) to our RTA.
4. Submit Bank Account details (Name of Bank with Branch address, account number, IFS Code) to our RTA (in Form No ISR-2). (please also submit a canceled cheque leaf in support of your said bank account)

Modes of Submission:

1. **In hard copy:** by furnishing original / photocopy(ies) of the relevant document duly self-attested with date to our RTA at 214, Raghava Ratna Towers, Chirag Ali Lane, Hyderabad - 500 001. Andhra Pradesh,
2. **With e-sign:**
  - (a) In case your email is already registered with the RTA, you may send the scanned copies of your KYC documents with e-sign at their email [rta@cilsecurities.com](mailto:rta@cilsecurities.com) Kindly mention the email subject line as **"KYC Updation – Sanathnagar Enterprises Limited– Folio no. \_\_\_\_\_"**

It may please be noted that the shareholders should link their PAN with Aadhar latest by March 31, 2022 (or any other date as may be intimated by the appropriate authorities) and unless the shareholders furnish the above mentioned details and Link PAN with Aadhar, their folios will be frozen by the RTA after the stipulated time provided by SEBI and no service request received from the shareholders can be entertained by the Company/RTA. Therefore, in order to avoid freezing of folios, all the shareholders are requested to comply with the same.

The following specified formats are also annexed herewith for you convenience:

1. ISR-1 (request for registering pan, kyc details or changes / updation thereof)
2. ISR-2 (Confirmation of Signature of securities holder by the Banker)
3. ISR-3 (Declaration Form for Opting-out of Nomination by holders of physical securities)
4. SH-13 (Nomination Form)
5. SH-14 (Cancellation or Variation of Nomination)