



Sambhaav Media Limited

CIN: L67120GJ1990PLC014094

Regd. Office: "Sambhaav House", Opp. Judges' Bungalows,
Premchandnagar Road, Satellite, Ahmedabad - 380 015

Tel: +91 79 2687 3914/ 15/ 16/ 17

E-mail Id: secretarial@sambhaav.com

Website: www.sambhaav.com

Date:

Reference No.:

To,

Joint Holder 1:

Joint Holder 2:

Folio:

Subject: - Reminder for mandatory updating the necessary KYC details of registered shareholders and/or joint holders holding shares in physical form

Ref: - SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023 read together with SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 14th December, 2021 and SEBI Circular No SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November, 2021 on Common and Simplified Norms for processing Investor's service

The Securities and Exchange Board of India ('SEBI') vide its circular dated March 16, 2023 has prescribed provisions for "Common and simplified norms for processing investor's service requests by RTAs and norms for furnishing PAN, KYC details and Nomination". Further, it has made mandatory for the Members holding securities in physical form to furnish PAN, Nomination, Contact details, Bank A/c details and Specimen signature for their corresponding folio numbers to the Registrar and Transfer Agent ('RTA') of the Company. In case of failure to provide required documents and details as per the aforesaid SEBI circular, all folios of such Members shall be frozen on or after October 01, 2023 by the RTA.

In view of the above circulars, Members of the Company holding securities in physical form are required to provide following documents / details to RTA:

- Copy of PAN;
- Nomination in Form No. SH-13 or 'Declaration to Opt-out' in Form ISR-3. Any cancellation or change in nomination shall be provided in Form No. SH-14;
- Contact details including Address with PIN code, Mobile Number and E-mail address;
- Bank Account details including Bank Name and Branch, Bank account number and IFS code;
- Specimen signature.



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The Members can submit the above documents/details through following modes:

1. In Person Verification: by producing the original documents to the authorized person of the RTA, who will retain copy (ies);
2. In hard copy: by sending self-attested photocopy (ies) with date of the relevant document at the below mentioned address of the RTA.

Contact details of RTA:

MCS Share Transfer Agent Ltd.

201, 2nd Floor, Shatdal Complex,

Opp. Bata Show Room, Ashram Road,

Ahmedabad-380009,

Email- mcsstaahmd@gmail.com,

Tel.: +91 79 26580461/62/63.

3. with e-sign: by sending scanned copies of KYC documents with e-sign – *mcsstaahmd@gmail.com* in with subject line as "KYC Updation – Sambhaav Media Limited – Folio No. _____"

For further queries, you can approach our Registrar and Share Transfer Agent (RTA) at: MCS Share Transfer Agent Limited (Unit: Sambhaav Media Limited), 201, 2nd Floor, Shatdal Complex, Opp. Bata Show Room, Ashram Road, Ahmedabad-380009, Email- mcsstaahmd@gmail.com, Tel.: +91 79 26580461/62/63.

For Sambhaav Media Limited

Sd/-

Company Secretary