



## **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

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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 16<sup>th</sup> March, 2023 read together with SEBI Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated 14<sup>th</sup> December, 2021 and SEBI Circular No SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated 3<sup>rd</sup> November, 2021 on Common and Simplified Norms for processing Investor's service**

**READ WITH**

**SEBI Circular Number SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/97 dated 02 July 2025**

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 have been frozen by the RTA as per the SEBI Circulars.

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

- 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

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);



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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, 2<sup>nd</sup> 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. \_\_\_\_\_"

The ISR Forms can be downloaded from the website of the Company [www.sambhaav.com](http://www.sambhaav.com) under the Investor Segment.

Frozen folios shall be referred by the RTA / listed company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002, if they continue to remain frozen as on December 31, 2025.

### **Special Window to re-lodge Physical Certificates for Transfer:**

SEBI has permitted opening of a special window to facilitate re-lodgment of transfer requests of physical shares lodged prior to the deadline of 01 April 2019 and rejected / returned due to deficiency in the documents. The shareholders are requested to refer SEBI Circular No. SEBI/HO/MIRRD/MIRSD-PoD/P/CIR/2025/97 dated 02 July 2025, for detailed information. As per the said circular only those shareholders whose transfer deeds were rejected / returned due to deficiency in documents, are permitted to re-lodge their transfer requests. The re-lodgment can be made only up to 06 January 2026 by submitting original transfer documents, along with corrected or missing details to the RTA of the Company at the above-mentioned office address. The shares that are re-lodged for transfer shall be issued only in the demate mode. For any clarification or guidance, the shareholders can contact the above referred contact details.

For Sambhaav Media Limited

Sd/-

Company Secretary