

Intimation to Shareholder(s)

The Ministry of Corporate Affairs (MCA) vide Circular No. 09/2023 dated 25th September, 2023 read with its circulars no.14/2020 dated April 8, 2020, no.17/2020 dated April 13,2020, no.20/2020 dated May 5, 2020, no. 02/2021 dated 13th January, 2021, no.19/2021 dated 08th December, 2021, no.21/2021 dated 14th December, 2021, 02/2022 dated 05th May, 2022, no. 10/2022 dated 28th December, 2022 and SEBI Circular No. SEBI/HO/CFD/CFD-PoD-2/P/CIR/2023/167 dated October 07, 2023, has allowed conducting Annual General Meeting (AGM) through video conferencing (VC) or other audio visual means (OAVM). The MCA and SEBI has granted permission to communicate to the shareholders of the Company through their registered email ids. Registration of email id helps in better and timely communication between the Company and the shareholders. We also urge the shareholders for registration and/ or Updation of their Permanent Account Number (PAN) and bank mandate as it ensures the receipt of dividend and/or any other consideration timely, faster and easier and more importantly avoids 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.