

# SPECIMEN LETTER

## NOTICE

### SAVEN TECHNOLOGIES LIMITED

CIN: L72200TG1993PLC015737

Registered Office: Unit no. 01-06, First Floor, Level - 1, Block 2, Cyber pearl, Hi-Tech City, Madhapur,  
Hyderabad - 500081 Phone: 91-8121042300

E-mail: [investorrelations@saven.in](mailto:investorrelations@saven.in), Website: [www.saven.in](http://www.saven.in)

**18.05.2026**

Dear Shareholder,

#### **Sub: Transfer of unclaimed Interim Dividend for F.Y 2019-20 to the Investor Education and Protection Fund (IEPF)**

As per Section 124 of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 and subsequent amendment thereto ("the Rules"), all unclaimed dividends are required to be transferred by the Company to IEPF established by Central Government, after the expiry of seven years from the date of transfer to unpaid dividend account. Details of such unclaimed dividends are regularly updated on the website of the Company. Further, all the shares in respect of which dividend has remained unclaimed for seven consecutive years or more, are required to be transferred to the demat account of Investor Education and Protection Fund (IEPF Account) Authority within 30 days of such shares becoming due to be transferred to IEPF Account.

However, you can claim from IEPF Authority, both unclaimed dividend amount and the shares transferred to IEPF Account by making an application in Form IEPF-5. The IEPF Rules and the application Form (Form IEPF-5), as prescribed by the Ministry of Corporate Affairs, is available on the website of the Ministry of Corporate Affairs at [www.iepf.gov.in](http://www.iepf.gov.in)

As per our records, the amount(s) of dividends mentioned in the enclosed Annexure are unclaimed against your name. To claim the outstanding dividend, kindly first ensure registration of correct bank details including your core banking account no and IFSC/ MICR of your bank against your demat A/c with your Depository Participant / Registrar and Share Transfer Agent - XL Softech Systems Limited. The enclosed annexure should thereafter be sent along with the following document from your registered email address or by way of a letter so as to reach the RTA on or before 22<sup>nd</sup> August, 2026:

#### **For shares held in demat form:**

- Copy of the Demat Account Statement (Client master list) showing your name, address, demat and bank account details registered against the demat account.
- Self-attested copy of PAN Card and Address proof;

#### **For shares held in physical form:**

- Original Cancelled cheque leaf bearing the name of the first shareholder. or,
- Bank attested copy of first page of the Bank Passbook/Statement of Account in original and a cancelled cheque
- Self-attested copy of PAN Card and Address proof;
- Request for registering PAN, KYC details or changes / up-dation thereof in FORM ISR-1
- Confirmation of Signature of securities holder by the Banker in Form ISR-2

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- Nomination form/Declaration for Nomination opt-out in Form ISR-3/ for Change in Existing Nomination in Form ISR-4.

Form ISR-1, ISR-2, ISR-3, ISR-4 are available at <https://www.saven.in/mandatory-furnishing-of-pan-kyc-details-and-nominated-by-holders-of-physical-securities/>

Please note that no payment can be made in absence of complete bank details registered against your account.

In case you have any queries, please contact the Registrars and Transfer Agent of the Company, XL Softech Systems Limited, 3, Sagar Society, Road No.2, Banjara Hills, Hyderabad – 500034, Tel No.: 040-23545913/14/15, Fax No: 040- 23553214, Email Id: [xlfield@gmail.com](mailto:xlfield@gmail.com).

If we do not receive any response from you regarding this intimation letter by 22<sup>nd</sup> August, 2026, the Company, in order to comply with the provisions of the applicable Rules, will be compelled to transfer the shares to the IEPF Suspense Account by the due date, as per the procedure prescribed under the Rules, without any further notice. Please note that once the shares and unclaimed dividend amounts are transferred to the IEPF, no claim shall lie against the Company in respect thereof.

Thanking you,  
Yours faithfully,  
For Saven Technologies Limited

Company Secretary  
Encl: As above

## SPECIMEN LETTER

Annexure

To,  
XL SOFTECH SYSTEMS LIMITED  
(Unit: Saven Technologies Limited)  
3, Sagar Society, Road No.2,  
Banjara Hills, Hyderabad – 500034

Dear Sir / Madam,

Sub: Payment of unclaimed dividend

Kindly arrange for payment of unclaimed dividend as mentioned below based on your letter dated 18.05.2026. I confirm that neither I have encashed the dividend warrant(s)/ demand draft(s) sent to me earlier nor I have received any money in connection with the below mentioned dividend (s).

Name of the Shareholder:  
Folio No. / CLIENT ID & DPID No:

Dividend Amount (in Rs)	Date of Declaration	Last date of claim
	23 <sup>rd</sup> July, 2019	22 <sup>nd</sup> August, 2026
	09 <sup>th</sup> November, 2020	14 <sup>th</sup> December, 2027
	09 <sup>th</sup> August, 2021	13 <sup>th</sup> September, 2028
	01 <sup>st</sup> March, 2022	04 <sup>th</sup> April, 2029
	25 <sup>th</sup> July, 2022	25 <sup>th</sup> August, 2029
	03 <sup>rd</sup> February, 2023	09 <sup>th</sup> March, 2030
	05 <sup>th</sup> February, 2024	10 <sup>th</sup> March, 2031
	10 <sup>th</sup> February, 2025	14 <sup>th</sup> March, 2032
	06 <sup>th</sup> February, 2026	08 <sup>th</sup> March, 2033

To be filled in by the Shareholder

I am enclosing the following (tick <input type="checkbox"/> whichever is applicable)	
For shares held in demat form:	
<input type="checkbox"/> Copy of the Client master list featuring bank details registered against the demat account.	
For shares held in physical form:	
<input type="checkbox"/> Original Cancelled cheque leaf bearing the name of the first shareholder. or,	
<input type="checkbox"/> Bank attested copy of first page of the Bank Passbook/Statement of Account in original and a cancelled cheque.	
My email id is: Place: Date:	My Mobile No. is:  _____ Signature of the First named Shareholder

Note: Please return this Annexure duly filled in and signed to XL Softech Systems Limited, Registrars and Share Transfer Agent of the Company on or before 22<sup>nd</sup> August, 2026.