



**SCAN STEELS LTD.**

CIN : L27209MH1994PLC076015 | GSTIN : 21AABCM6734H1ZQ

+91 80931 15221

+91 90781 85221

scansteels@scansteels.com

www.scansteels.com



Date: 16th July, 2024

To,  
The Secretary,  
Listing Department,  
Bombay Stock Exchange Limited  
P.J. Towers, Dalal Street,  
Mumbai-400 001

BSE Code: 511672

**Sub: Intimation to the holders of physical securities to furnish PAN, KYC details and Nomination as per SEBI Master Circular dated May 7, 2024**

Dear Sir/Madam,

Pursuant to Regulation 30 read with Schedule III Part A Para A of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, and in compliance with the SEBI Master Circular dated May 7, 2024 issued to RTAs, as amended, please find enclosed herewith a copy of the letter sent to the identified Shareholders urging them to furnish their PAN, KYC and Nomination details for updation to the Registrar and Transfer Agent of the Company, i.e. Adroit Corporate Services Pvt. Ltd.

Further, the prescribed forms as per the aforesaid SEBI Circulars are available on the website of the Company at <https://scansteels.com/others/> and the website of the RTA at <https://www.adroitcorporate.com/RandTServices.aspx>

The posting Certificate along with the Specimen of the communication is appended for your records and the same is uploaded on the website of the Company at <https://scansteels.com/others/>

Please acknowledge and take on record the same.

Thanking you,

Yours faithfully,  
For SCAN STEELS LIMITED

**PRABIR  
KUMAR DAS**

Digitally signed by  
PRABIR KUMAR DAS  
Date: 2024.07.16  
15:13:47 +05'30'

Prabir Kumar Das  
President & Company Secretary  
Encl: As above



Corporate Office : Trishna Nirmalya  
Plot No. 516/1723/3991, 3rd Floor  
Patia, Bhubaneswar-751024

Registered Office : Office No. 104, 105, E-Square  
Subhash Road, Vile Parle (East), Mumbai-400057  
Phone : +91-02226185461, +91-02226185462



Reference No:

Date: July 13, 2024

Name of the Sole / First holder:

Address:

Folio No:

Dear Shareholder,

**Subject: Mandatory Furnishing of PAN, KYC details and Nomination by holders of physical securities.**

**Ref.: SEBI Master Circular SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024 including earlier circulars issued in this regard.**

This communication is to bring your attention to the Common and Simplified norms for processing investor's service requests by Registrar and Transfer Agents (RTA) and norms for furnishing PAN, KYC details and Nomination as prescribed by Securities & Exchange Board of India (SEBI). These norms have been consolidated in the master circular no. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024 which is issued in supersession of earlier circulars issued by SEBI in this regard ("SEBI Circulars").

These norms inter-alia mandates:

a. furnishing of valid PAN, contact details (i.e. present postal address with PIN code and mobile number in all cases and email address for availing online services), Bank account details and Specimen Signature by holders of physical securities;

b. that any service request and complaint shall be entertained only upon registration of the PAN, and KYC details as stated above;

c. that any payment, including payment of dividends, shall be made electronically only upon registration of the PAN, and KYC details as stated above;

We observe from our records that you have not furnished some of the mandatory documents/details against your holding. We request you to furnish the documents/details, as per the table below, to the Registrars & Transfer Agents i.e. Adroit Corporate Services Private Limited immediately.

| Sr.no | Particulars  | Status as per Records | Please furnish details in following Form  |
|-------|--|-----------------------|---|
| 1.    | Valid PAN  |                       | Form ISR-1                                |
| 2.    | Postal Address with PIN Code   |                       |   |
| 3.    | Email address (mandatory for availing online services)                     |                       |   |
| 4.    | Mobile Number (mandatory in all cases)                                     |                       |   |
| 5.    | Bank account details (bank and branch name, bank account number, IFS code) |                       | Form ISR- 1 / Form ISR- 2 (as applicable) |
| 6.    | Specimen signature   |                       |   |
| 7.    | Nomination details*  |                       | Form SH-13 / Form SH -14 (as applicable)  |
| 8.    | Declaration to opt out nomination*   | In case of opting out | ISR-3                                     |

\*In case you are opting out from giving nomination kindly, submit Form ISR-3 and Form SH-13 need not be submitted. In case you have already registered nomination, you can opt out of nomination through Form ISR-3 after cancelling his existing nomination, through Form SH-14.

The aforesaid forms can be downloaded from the website of the Company and RTA at:

<https://scansteels.com/others/>

<https://www.adroitcorporate.com/RandTServices.aspx>





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Note: As per SEBI Circular Dated June 10, 2024 related to Ease of Doing Investments - Non-submission of 'Choice of Nomination', shareholders holding shares in physical form shall be eligible for receipt of any payment including dividend, as well as to lodge grievance or avail any service request from the RTA even if 'choice of nomination' is not submitted by these shareholders.

All existing shareholders are encouraged, in their own interest, to provide 'choice of nomination' for ensuring smooth transmission of securities held by them as well as to prevent accumulation of unclaimed assets in securities market.

As per SEBI Circular Dated June 10, 2024, the following formats are available on the Company's Website at <https://scansteels.com/others/>

Format for providing Nomination: **Annexure A**

Declaration for opting-out of nomination: **Annexure B**

Kindly note for future reference that as per the aforesaid SEBI Circulars, w.e.f. April 1, 2024, the dividend as and when declared by the company will be paid only through electronic mode to the members who have updated their KYC details (including bank account details) against their demat account/folios. In the absence of KYC details, the company shall withhold the dividend, as and when declared, till the date of updation of KYC details, and the said dividend payment shall be made through electronic mode only upon complying with the requirements of updation of KYC as provided in the aforesaid SEBI Circulars.

#### Mode of submission of form(s) and documents

##### Physical or Hard copy

You can forward the hard copies of duly filled-in and signed form(s) along with self-attested copies of relevant documentary proofs as mentioned in the respective forms, to the following address:

##### Adroit Corporate Services Private Limited,

18-20, Jafferbhoy Ind. Estate, 1<sup>st</sup> Floor, Makwana Road, Marol Naka, Andheri (E), Mumbai - 400059, India.

##### Through Electronic Mode with e-sign

In case you have registered your email address, you may send the scan soft copies of the form(s) along with the relevant documents, duly e-signed, from your registered email id to [info@adroitcorporate.com](mailto:info@adroitcorporate.com)

##### Mandatory Self-attestation of the documents submitted in any mode

Please note that each page of the documents that are submitted in hard copy must be self-attested by the holder and in case of joint holders, by the first joint holder. In case the documents are submitted in electronic mode then the same should be furnished with e-sign of scan copies of the documents.

##### E-sign

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by eSign user. The holder/claimant may approach any of the empanelled eSign Service Provider, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.

Thanking you,

Yours faithfully,

For Scan Steels Limited

Sd/-

Prabir Kumar Das

Company Secretary & Compliance officer



Corporate Office : Trishna Nirmalya  
Plot No. 516/1723/3991, 3rd Floor  
Patia, Bhubaneswar-751024

Registered Office : Office No. 104, 105, E-Square  
Subhash Road, Vile Parle (East), Mumbai-400057  
Phone : +91-02226185461, +91-02226185462

**ANNEXURE**

(To Accompany each Consignment of Franked Postal Articles Tendered for Dispatch)

Dispatch No. : 1361 Date: 15/07/2024  
 Name of Licensee : TRACK EXPRESS LIMITED  
 License No. : MH-1800060 Value of Unit Frank : 1 Paise  
 No. Of Window Ticket : P850818

Machine Franked Articles of the following frank value are tendered in separate bundles as shown against each below:

| Date Stamp of Office for Posting |               |                | (Signature of Licensee) |         |
|----------------------------------|---------------|----------------|-------------------------|---------|
| Frank Value                      | Class of Mail | No of Articles | Postage                 | Remark  |
| 5.00                             | 1ST CLASS     | 1066           | 5330.00                 |         |
|                                  |               |                | SGST VALUE FRANKED @9%  | 479.70  |
|                                  |               |                | CGST VALUE FRANKED @9%  | 479.70  |
|                                  |               |                | WASTAGE FRANKED VALUE   | 0.60    |
| Actual Article Posted Total      |               | 1066           | Rs.                     | 6290.00 |

The Director Mumbai GPO / SSRMS, Mumbai Stg. Divn. Mumbai - 400001.  
 Certificate under Rule 6(b) of condition for use of Franking Machine.

License No. : MH-1800060

We hereby certify that the party mentioned hereunder is our genuine client and that the franking of articles done by us is bonafide transaction on behalf of our said client.

Name of Client : ADROIT CORPORATE SERVICES PVT LTD( Scan Steels Limited.)kyc letter.

No. of Articles : 1066

Value of Postage : 5.00

Total Value : 6,290.00


**ANNEXURE - C**

**FRANKING MACHINE DAILY DOCKETS**

Name of Licensee : TRACK EXPRESS LIMITED  
 License No. : MH-1800060

We certify that at the close of business today, meter reading of the machine relating to the Window Ticket mentioned are as shown below.:

|  | <u>Ascending Reg.</u> | <u>Descending Reg.</u> |
|--|-----------------------|------------------------|
| <u>Meter reading Before Dispatch</u> : | <u>14390500.50</u>    | <u>20599.50</u>        |
| <u>Meter reading After Dispatch</u> :  | <u>14396790.50</u>    | <u>14309.50</u>        |

|                      |                      |                 |                   |  |
|----------------------|----------------------|-----------------|-------------------|--|
| Statement of Mailing | SOM 1361             | Date 15.07.2024 | Post Code: 400009 |  |
|                      | Ascending Register:  | ₹14396790.50    | Lic ID P850818    |  |
|                      | Descending Register: | ₹14309.50       |                   |  |
|                      | Meter Item #         | 2882908         |                   |  |
|                      | Batch Value          | ₹6290.00        |                   |  |
|                      | Batch Item Count     | 1070            |                   |  |

Date stamp of the Office of Posting

(Signature of Licensee)

**NOTE: In calculating the consumption during the month of unit in complete cycle of ascending meter should be added to the meter reading on the last day of current month each month, the ascending meter registered the**