STPL/SECT/ 010 /2020-21   Date: 26th June, 2020

The Secretary,	The Secretary,
National Stock Exchange of India Ltd,	BSE Limited,
Exchange Plaza, C-1, Block G,	Phiroze Jeejeebhoy Towers,
Bandra Kurla Complex, Bandra (E),	Dalal Street,
Mumbai- 400 051.	Mumbai- 400 001.

Dear Sir(s)

Sub: Intimation to Shareholder(s)

Please find enclosed a communication being issued for the shareholders of the Company urging them to update / register their email ids, Permanent Account Number (PAN) and Bank mandates with the Company / its Registrar & Transfer Agent, M/s KFin Technologies Private Limited / their respective Depository Participant, as applicable.

Thanking you,

Yours truly,
FOR **SURANA TELECOM AND POWER LIMITED**

SRINIVAS DUDAM
COMPANY SECRETARY

Encl.: As Above

June 26, 2020

Intimation to the Shareholder(s)

In view of the ongoing novel Coronavirus pandemic ("COVID-19") in the Country, there are several measures been taken by the Government of India to curb the spread of virus through social distancing. There are restrictions on movement and / or gathering of persons and have impacted several services including postal and courier services. The Ministry of Corporate Affairs (MCA) vide its circulars no.14/2000 dated April 8, 2020, no.17/2020 dated April 13, 2020 and no.20/2020 dated May 5, 2020 has allowed certain classes of Companies to conduct their Extra-Ordinary General Meeting (EOGM) and Annual General Meeting (AGM) through video conferencing (VC) or other audio visual means (OAVM).

The MCA 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 cs@surana.com / investorservices_stl@surana.com or to the Company's Registrar & Transfer Agent, M/s KFin Technologies Private Limited (KFintech) email id einward.ris@kfintech.com	A signed request letter mentioning your folio no. and the email id / PAN (self-attested copy) that is to be registered
	Demat Holding: Update the email ID / PAN through your Depository Participant	
Bank Mandate	**Physical Holding:** Send an email to Company's email id cs@surana.com / investorservices_stl@surana.com or to the Company's Registrar & Transfer Agent, M/s KFin Technologies Private Limited (KFintech) email id einward.ris@kfintech.com	A signed request letter mentioning your folio no., cancelled cheque and self-attested PAN copy
	Demat Holding: Update the Bank mandate through your Depository Participant	

Please note that under the current circumstances of COVID-19 pandemic, physical dispatch of any communication / notices / financial statements / dividend warrants or any such documents is not possible and hence will be delayed till the situation normalizes.

It would be highly appreciated that the shareholders co-operate and support and do the needful at the earliest.