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CIN : L27100MH1973PLC 016617
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An ISO 9001, ISO 14001 & OHSAS 18001
Certified Company



1st April 2022

BSE Ltd
The Department of Corporate Services
Phiroze Jeejeebhoy Towers
Dalal Street – Mumbai 400 001

National Stock Exchange of India Ltd.
Exchange Plaza, Bandra Kurla Complex
Bandra (E), Mumbai – 400051
Fax. No: 022-26598237/38, 022-26598347/48

Security Code No.: 504614

Symbol: SARDAEN

Series: EQ

Dear Sir,

Pursuant to the Regulation 39 (3) of SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015, the Company / R & T Agent has received information of loss/misplacement of Share Certificates and request for issue of Duplicate Share Certificate, as per details given hereunder:

Sr. No.	Folio No.	Name of the Shareholder	Certificate No.	Distinctive Nos.		No. of Shares
				From	To	
1.	P03323	Pramila Saraf	72711	2817901	2817950	50
			78726	3154486	3154535	50
2.	R03660	Ramesh Chander Nayyar	126554	5524146	5524195	50
			126555	5524196	5524245	50
			126556	5524246	5524295	50
			68518	2835776	2835825	50
			79218	3177076	3177125	50
TOTAL SHARES						350

You are requested to take the information on record.

Copy of intimation as received from the shareholders is enclosed for your reference.

Thanking you,

Yours faithfully,
For Sarda Energy & Minerals Ltd.


Authorised Signatory

Encl: As above

Date :- 20.03.22

569347

Dep

To,

BigShare Services Private Limited,
1st Floor,
Bharat Tin Works Building,
Opposite Vasant Oasis,
Makwana Road,
Marol,
Andheri East,
Mumbai-400059



Subject :- Request for issuing of duplicate share certificate

Dear Sir,

With relation to **Reference No.31122046** and **Folio Number P03323**, my holding is 100 shares in SARDA ENERGY AND MINERALS LTD.

As per the feedback to my above mentioned reference number, I have attached my current address proof and Pan Copy duly attested for issuance of the duplicate share certificate.

Kindly acknowledge the same and do the needful.

Thanking You.

Your Faithfully,

Pramila Saraf

Pramila Saraf
(Share Holder)

Contact Number – 9332210099 / 9332465568

Enclosed:- (1)Current Address Proof (Self Attested)
(2) Pan Copy (Self Attested)

Dup pro

DUI871

MRS. SANYOGITA NAYYAR W/O MR. RAMESH CHANDER NAYYAR, HOUSE NO. 3090 SECTOR 35-D, CHANDIGARH, POST OFFICE SECTOR 22 CHANDIGARH 160022, MOBILE NO. 9216309011, EMAIL; SHREYAEVERYWHERE@YAHOO.COM, AADHAR NO. 483316865214, PAN NO. AALPN7613F, DATE OF BIRTH 26-10-1957

22-03-2022

Shri Manish Sethi,
The Company Secretary,
Sarda Energy & Minerals Limited,
73-A, Central Avenue, Nagpur (M.H.) 440018 Tel: +91-712-2722407
E-mail: cs@seml.co.in

569333

REGISTRAR & SHARE TRANSFER AGENTS

Bigshare Services Private Limited 1st Floor, Bharat Tin Works Building Opp. Vasant Oasis, Makwana Road Marol, Andheri East, Mumbai - 400059, Tel: +91-22-6263 8200, Fax: +91-22-6263 8299
E-mail : investor@bigshareonline.com

POSTAL REGISTRATION NO.CP251453589IN DATED 22-01-2022

Dear sir,

SARDA ENERGY & MINERALS LIMITED: FOLIO NO.R03660: MR. RAMESH CHANDER NAYYAR (DIED ON 12-05-2021): SHARE HOLDING 250 EQUITY SHARES

With reference to your Letter No. BSS/OBJ/1811/AMT/DUI860/Q0142 dated the 2nd March, 2022, I humbly furnish my submissions below in tabular forms:-

SR. NO.	PARTICULARS OF OBJECTION	REPLY
1.	Copy of Pan Card & Aadhar Card of 1st Witness SARIKA THAKUR should be Self Attested.	Copy of Pan Card & Aadhar Card of 1st Witness SARIKA THAKUR has already been self-attested thus no action is warranted at my end.
2.	Kindly update Full Name of the Witness CA VISHAL THAKUR in the Indemnity. We have marked the same by pencil. Kindly update & authenticate the changes done by attesting the same by Notary Public besides the rectification.	Full name of witness CA Vishal Thakur in indemnity has been updated under his authentication which has been attested by the Notary.
3.	Claimant has to provide Notarized copy of Ration Card of the Deceased Shareholder OR Legal heir	Family Tree of the Deceased Shareholder duly attested by

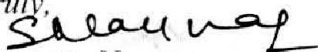
S. Anand
Page 1 of 2

BIGSHARE SERVICES PVT. LTD.
RECEIVED
Subject to Verification
31 MAR 2022
Sign.:

	ship Certificate of the Deceased Shareholder from Tahsildar/Revenue Officials OR Family Tree of the Deceased Shareholder Duly Attested by Notary Public.	Notary Public has been annexed hereto.
4.	Claimant has to provide Latest Utility Bill (Not more than 3 months old) Electricity Bill Telephone Bill (Landline) as Current Address proof.	<i>The electricity connection continue to be in the name of my deceased father in law, therefore electricity bill in his name has been annexed hereto.</i>
5.	IN TERMS OF SEBI CIRCULAR DATED 25TH JANUARY 2022 ISSUANCE OF PHYSICAL SHARE CERTIFICATES IS BEING DISCONTINUED FOR ALL DUPLICATE CUM TRANSMISSION CASES. WE REQUEST YOU TO HAVE ACTIVE DEMAT ACCOUNT FOR CREDITING THESE SHARES POST PROCESSING OF DUPLICATE CUM TRANSMISSION REQUESTS. YOU ARE REQUESTED TO PROVIDE US FOLLOWING ADDITIONAL DOCUMENTS:- 1. KINDLY FURNISH ISR-1 AND ISR-4 FORM FOR CONVERSION OF DUPLICATE SHARE CERTIFICATE CUM TRANSMISSION IN DEMAT FORM ALONG WITH SELF ATTESTED COPY OF CLIENT MASTER LIST (CML).	<i>The format ISR-1, ISR-4 and Form No. H-13 duly completed in all respects and self-attested copy of CLIENT MASTER LIST duly signed and stamped by the respective depository have been annexed hereto.</i>

6. *In view of the above, I annex hereto documents described above and documents annexed to your Letter No. Letter No. BSS/OBJ/1811/AMT/DUI860/ Q0142 dated the 2nd March, 2022 for further necessary action in the matter.*

7. *I request you to kindly arrange for the processing of my request for the issuance of duplicate share (30 days) and transmission process (21 days) within the mandatory time lines stipulated by SEBI vide its Circular No. Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/670 November 26, 2021 page No. 4 item No. 1 & 2). The said matter is under correspondence since 03-09-2021. Thus request the Company Secretary to prevail upon the Registrar and Transfer Agent to complete the process expeditiously.*

Yours truly,

Mrs. Sanyogita Nayyar
Encl: as stated above