SARDA
SARDA ENERGY & MINERALS LTD.

25th December, 2019

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.	U02471	Urvashi Balubhai Shah	40743	1737101	1737150	50
			66490	2734401	2734450	50
2.	S08436	Subhash Mohan Thakur	69183	2869026	2869075	50
			80098	3219466	3219515	50
				TOTAL SHARES		**200**

You are requested to take the information on record.

A copy of the request letter as received from the shareholder is enclosed for your reference.

Thanking you,

Yours faithfully,
For Sarda Energy & Minerals Ltd.

Authorised Signatory

Encl: As above

20/12/2019

From Urvashi Balubhai Shah

301/302, Samarth Prasad

Lokhandwala Circle

Andheri West, Mumbai 400053

To Authorized Signatory,

Bigshare Services Pvt. Ltd.

~~Sharepro Services (India) PVT. LTD~~

505135

(DUP)

Dear Sir,

Re.. Folio No U02471   Issue of Duplicate Certificates

Kindly refer To your latter No. SH/RIRI/68143/68144/2530/14 dated 11th September 2014. A copy of the said letter is enclosed for your ready reference.

In the said letter, you had advised me about the procedure for issue of duplicate share certificate. How ever, as will be seen from your record, the said shares are still standing in my name, and I have been receiving dividends and other communication from the company every year. It is therefore clear that your are no received any adverse claim form anybody in respect of the said shares.

Under the circumstances, I request you not to insist on the elaborate procedure for issue of duplicate certificate. At the most, you may take an affidavit I the prescribed form and issue the duplicate shares certificates.

Trust you will be kind enough accede to the about request

Allow me to mention that I am a senior citizen of 81 years

Kindly note my new address as follows

 Urvashi Balubhai Shah

301/302, Samarth Prasad

Lokhandwala Circle

Andheri West, Mumbai 400053

A copy of my bank passbook is enclosed as proof the above new address.

Thanking you

Your faithfully

Enclosed.. As above

Permanent Address :
Anandgarh Palace
Surya Mohan Thakur Road
Bhagalpur – 812001

Present Address :
2A/1 Ridge Tower
Hiland Park
1925 Chak Garia
Kolkata- 700094
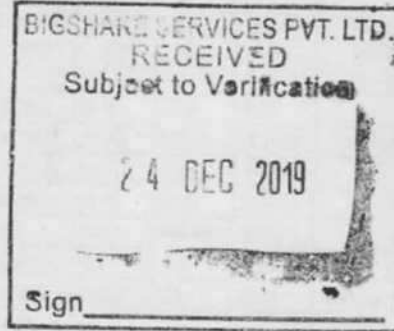Email: subhasmthakur@gmail.com
Mob: 9831770360, 9903647164

DUPLICATE PROCESS

D/1588

20th December 2019

Bigshare Services Pvt Ltd
Unit : Sarda Energy & Minerals Ltd
1st Floor, Bharat Tin Works Building
Opp. Vasant Oasis, Makwana Road
Marol, Andheri East
Mumbai- 400059

505136

Sir/Madam

Sub : Issue of duplicate share certificates
Folio : S08436

As instructed by you in your letter Ref No. BSS/SDE/RAF/190146/177553 dated 30/09/2019, please find enclosed the following documents :

1. Copy of police complaint
2. Indemnity Bond
3. Affidavit
4. Advertisement published on page no.13 of Business Standard dated 17.12.2019
5. Self attested copies of PAN card and Aadhaar card
6. Self attested copy of Electricity bill
7. Signature Verification by the Bank
8. Original cancelled cheque
9. Self attested copies of PAN and Aadhaar of witnesses

Please correct my name as SUBHAS MOHAN THAKUR and not as SUBHASH MOHAN THAKUR on the share certificates. Kindly send the duplicate share certificates to my present address, as mentioned above.

Yours truly,

S. M. Thakur

Subhas Mohan Thakur