



# SCAN STEELS LTD.

CIN : L27209MH1994PLC076015

Registered Office : Office No.: 104, 105, E-Square, Subhash Road,  
Opp. Havmor Ice Cream, Vile Parle (East), Mumbai-400057  
Ph.: +91-0222 618 5461, +91-0222 618 5462, Fax : +91-0222 618 5463  
E-mail : scansteels@scansteels.com, Web.: www.scansteels.com

Date: 24<sup>TH</sup>May, 2023

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

BSE Code: 511672

Sub: Communication to shareholders of the company holding shares in physical form for furnishing PAN KYC and Nomination Details

Ref: SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 Dated March 16, 2023

Dear Sir/Madam,

Pursuant to SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 Dated March 16, 2023, the enclosed communication has been sent to the shareholders of the company holding shares in physical format their addresses registered in the Register of Members of the Company.

The company has informed the physical shareholders to furnish their PAN, KYC, nomination details Etc. to the Registrar and Transfer Agent of the Company ie. Adroit Corporate Services Pvt. Ltd.

The Specimen of the communication (along with the posting Certificate) is appended for your records and the same is uploaded on the website of the Company at [www.scansteels.com](http://www.scansteels.com)

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: 2023.05.24  
10:52:28 +05'30'

Prabir Kumar Das

President & Company Secretary

Encl: As above

Works : Ramabahal (Unit-I), Budhakata(Unit-II), Bai-Bai(Unit-III), Dist- Sundargarh-770017, Odisha  
Corp. Office: Trishna Nirmalya , Plot No- 516/1723/3991, Patia, Bhubaneswar- 751024. ☎- +91 8093115221  
MANUFACTURERS OF : SPONGE IRON, M.S. BILLETS / INGOTS, TMT RODS & POWER



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Date: 17.05.2023

Dear Shareholder,

**Sub: Final Reminder-Mandatory furnishing/ updating of PAN, KYC details and Nomination by holders of physical securities (Equity Shares)**

**SEBI Circular:**

The SEBI, vide its Circular dated November 03, 2021, read with Circular dated December 14, 2021, with subject 'Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination' ('SEBI Circular'), has mandated the following for shareholders holding shares in physical form:

- Furnishing of PAN, email address, mobile number, bank account details and nomination.
- Compulsory linking of PAN and AADHAR by all shareholders by March 31, 2023 or any other date as may be specified by the Central Board of Direct Taxes.

In compliance with this circular, letters were dispatched to all Physical shareholders on 05.03.2022 for updation of KYC.

Further, as per SEBI Circular SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 Dated March 16, 2023 with Subject "Common and simplified norms for processing investor's service requests by RTAs and norms for furnishing PAN, KYC details, and nomination," the shareholders holding shares in physical form have again been mandated to update the said KYC details, and regarding which this is a final reminder to physical shareholders to update their records.

**Consequences of Non Updation of Details:**

Kindly note that any service request shall be entertained only upon registration of the PAN, Bank details and the nomination as mentioned above. Non-updation of the KYC details will lead to freezing of your folio.

After December 31, 2025, the frozen folios shall be referred by RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002.

We observe from our records that you have not furnished some of the mandatory documents/details as per our records.

In the above-mentioned circulars, SEBI had stipulated that if the shareholders, holding shares in physical mode do not update their PAN, KYC and Nomination details or all other required details are not made available to the Company /their Registrar and Share Transfer Agents (RTA) then such folios shall be frozen by RTA on or after 01<sup>st</sup> October, 2023.



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## KYC Updation Instructions:

Therefore, you are once again requested to comply with the following procedure to avoid any freezing of folios:-

1. For PAN/Bank Details/Mobile No. /Email ID/Address updation in Form ISR-1.
2. For Nomination details in Form SH-13 and in case In case you do not wish to nominate any person with whom shall vest, all the rights in respect of such shares in the event of your death, you are requested to file Declaration to Opt-out', in Form ISR-3. If you want to change / cancel the existing nomination, then submit Form SH-14 for change in the nomination details.
3. For Registering / Updation of the signature in the Company/RTA records, then submit Form ISR-2 duly verified by your Bank.

## Action to be taken:

1. Request you to fill and sign the enclosed forms ISR-1, ISR-2, SH-13/ISR-3 and return the same along with required duly signed documents at the address given below:

### Registrar and Share Transfer Agents Adroit Corporate Services Private Limited

18-20 Jafferbhoy Industrial Estate, Makwana Road, Marol Naka, Andheri East, Mumbai 400059.

2. Linking of your PAN with AADHAAR to avoid freezing of Folio.
3. Further, SEBI has mandated that transfer of securities held in physical form shall not be processed unless the same are held in dematerialized form with a depository. You are therefore, requested to kindly dematerialize your shares.

The relevant formats for Updation of KYC and Nomination details along with SEBI circular have been uploaded in our website at URL: <https://www.adroitcorporate.com/RandTServices.aspx>; and the Circular and forms can also be accessed from Company's Website at <https://scansteels.com/others/> Thus, we request you to furnish the details/documents **at the earliest.**

Thanking You,

For Scan Steels Limited  
**For SCAN STEELS LIMITED**

  
**Company Secretary**  
Prabir Kumar Das  
President & Company Secretary



Works : Ramabahal (Unit-I), Budhakata(Unit-II), Bai-Bai(Unit-III), Dist- Sundargarh-770017, Odisha  
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**MANUFACTURERS OF : SPONGE IRON, M.S. BILLETS / INGOTS, TMT RODS & POWER**

**ANNEXURE**

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

Dispatch No. : 772

Date: 22/05/2023

Name of Licensee : TRACK EXPRESS LIMITED  
License No. : MH-1700179  
License Identifier No. : P850741

Value of Unit Frank : 1 Paise

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	FIRST CLASS	1089	5445.00	
Actual Article Posted Total		1089	Rs. 5445.00	

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-1700179

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( Unit - Scan Steels Limited )

No. of Articles : 1089

Value of Postage : 5.00

Total Value : 5,445.00

**ANNEXURE - C**

**FRANKING MACHINE DAILY DOCKETS**

Name of Licensee : TRACK EXPRESS LIMITED  
License No. : MH-1700179



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>
Meter reading Before Dispatch	: <u>9202102.00</u>	<u>82898.00</u>
Meter reading After Dispatch	: <u>9207547.00</u>	<u>77453.00</u>

Statement of Mailing	SOM 0772	Date: 22.05.2023	Post Code: 400009	
	Ascending Register:	₹9207547.00	Lic. ID: P850741	
	Descending Register:	₹77453.00		
	Meter Item #:	1013749		
	Batch Value:	₹5445.00		
	Batch Item Count:	1089		

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 occasion, the ascending meter completed the cycle during the month.