

Date: March 28, 2024

To, BSE Limited Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai – 400 001 Scrip Code: 543281	To, National Stock Exchange of India Limited Exchange Plaza, Bandra Kurla Complex Bandra (E), Mumbai-400051 Symbol: SUVIDHAA
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**Sub.: Intimation to Physical Shareholders**

**Ref.: Regulation 30 of the Securities and Exchange Board of India (listing Obligations and Disclosure Requirements) Regulations. 2015**

We wish to inform you that in compliance with SEBI Circulars No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/ CIR/2021/655 dated November 3, 2021, SEBI/HO/MIRSD/MIRSD\_RTAMB/P/ CIR/2021/687 dated December 14, 2021, SEBI/HO/MIRSD/POD-1/P/CIR/2023/158 dated September 26, 2023 and SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated November 17, 2023, (hereinafter referred to as "the said SEBI Circulars"), the Company has initiated dispatch of intimations to Shareholders holding securities of the Company **in physical form** with respect to mandatory furnishing of PAN, KYC details and nominations and electronic payment of corporate benefits, if any. A copy of the intimation being sent to the Shareholders is enclosed herewith.

**For Suvidhaa Infoserve Limited**

**Harish Chalam**  
**Company Secretary & Compliance Officer**  
**Membership No.: A61487**



**Place: Mumbai**

**Suvidhaa Infoserve Limited**

(Formerly known as Suvidhaa Infoserve Pvt. Ltd.)

CIN No. L72900GJ2007PLC109642 | GSTIN. 27AAKCS9448K1ZJ

**Registered Office:** Unit No 02, 28th Floor, GIFT-II Building, Block No. 56, Road-5C, Zone-5, Gift City, Gandhinagar - 382355 Gujarat, India

**Corporate Office :** 14, Olympus Industrial Estate, Off Mahakali Caves Road, Andheri (East), Mumbai - 400 093. Maharashtra, India

Tel.: + 91 9223 225 225 • Email : enquiry@suvidhaa.com • URL: www.suvidhaa.com

**Requirements to be complied with by the shareholders holding shares of  
Suvidhaa Infoserve Limited (“ Suvidhaa” ) in PHYSICAL FORM**

Dear Members,

We would like to bring to your kind notice and attention that as an on-going measure to enhance the ease of doing business for investors in the securities market, SEBI, vide its circular dated 3<sup>rd</sup> November, 2021 (subsequently amended by circulars dated 14<sup>th</sup> December, 2021, 16<sup>th</sup> March, 2023, Master Circular for Registrars to an Issue and Share Transfer Agents dated 17<sup>th</sup> May, 2023 and circular dated 17<sup>th</sup> November, 2023) has provided common and simplified norms for processing investor’s service request by RTAs and norms for mandatory furnishing of PAN, KYC details and Nomination. **Mandatory furnishing of PAN, KYC details & Nomination by holders of Physical Securities are as follows:**

Sr. No.	Details to be updated	through Form
a.	PAN (must be compulsorily linked with Aadhar number)	Form ISR – 1
b.	Contact details such as postal address with PIN, Mobile number, E-mail address	Form ISR – 1
c.	Bank account details	Form ISR – 1
d.	Specimen Signature updation	Form ISR – 1
e.	Confirmation of Signature of securities holder by the Banker	Form ISR – 2
f.	Nomination form	Form SH – 13
g.	Cancellation or Variation of Nomination	Form SH – 14
h.	For Opting-out of Nomination	Form ISR – 3

All the aforesaid Forms are available for download on RTA website: <https://liiplweb.linkintime.co.in/KYC-downloads.html> Any queries relating to the forms can be directed to the Company at [cs@suvidhaa.com](mailto:cs@suvidhaa.com)

Those Shareholders who are holding shares in physical form and not updated their KYC details as mentioned above are requested to note that:

- 1. In case of non-updation of KYC details such as PAN or choice of nomination or contact details or mobile number or bank account details or specimen signature in respect of physical folios, dividend/interest etc. shall be paid only through electronic mode with effect from April 01, 2024, upon furnishing all the aforesaid details to the Bank or Registrar & Transfer Agent (RTA):**

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Tel.:+ 91 9223 225 225 .Email: [cs@suvidhaa.com](mailto:cs@suvidhaa.com) URL: [www.suvidhaa.com](http://www.suvidhaa.com)

**Link Intime India Pvt. Ltd**  
**Unit: Suvidhaa Infoserve Limited**  
C 101, Embassy 247, L.B.S.Marg,  
Vikhroli (West), Mumbai – 400083  
Toll-free number: 1800 1020 878  
E-mail: [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in)

- In case security holder updates the above mentioned details/KYC after April 01, 2024, the security holder would receive all the dividends/interest etc. declared during that period. i. e. from April 01, 2024, till date of updation, pertaining to the securities held in physical form, after the said updation automatically.**

Further, relevant FAQs have also been published by SEBI on its website at the following web link for investor awareness:

[https://www.sebi.gov.in/sebi\\_data/faqfiles/jan-2024/1704433843359.pdf](https://www.sebi.gov.in/sebi_data/faqfiles/jan-2024/1704433843359.pdf)

Shareholders are advised to note the above and do the needful at their earliest.

**For Suvidhaa Infoserve Limited**

**Harish Chalam**  
**Company Secretary & Compliance Officer**

Note: Please note all the relevant SEBI circulars are available on SEBI website:

<https://www.sebi.gov.in/sebiweb/home/HomeAction.do?doListing=yes&sid=1&ssid=7&smid=0>