

June 06, 2023

To

The Listing Department
Bombay Stock Exchange Limited
Department of Corporate Services
Phiroze Jeejeebhoy Towers,
Dalal Street
Mumbai – 400001

The Listing Department
National Stock Exchange of India Limited
Exchange Plaza, C-1, Block-G
Bandra Kurla Complex
Mumbai – 400051

Trading Symbol: JHS

Scrip Code: 532771

Sub: Letter to Shareholders (holding shares in physical mode) to furnish PAN, KYC and Nomination details as per SEBI Circular dated 16 March 2023

Sir(s),

Pursuant to Regulation 30 of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 and SEBI Circular No. SEBI/HO/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March 2023 enclosed herewith a copy of request letter dispatched to the shareholders (holding shares in physical mode) to furnish their PAN, KYC and Nomination details for updation to the Registrar and Share Transfer Agent of the Company i.e., Alankit Assignments Limited.

Further, the prescribed forms as per the aforesaid SEBI Circulars are available on the website of the RTA at: <https://www.alankit.com/registrar-and-share-transfer-agent> or from the website of the Company i.e., <https://www.svendgaard.com/>

We request you to kindly take the above information on record.

**Thanking You,
For JHS Svendgaard Laboratories Limited**

**Komal Jha
Company Secretary & Compliance officer**

Encl:a/a



March 31, 2023

Folio No./Client ID:...

Mr. ...

S/o

Address:

Subject: SEBI Circular for updations of Permanent Account Number (PAN), KYC Details and Nomination in respect of your physical shareholding in JHS SVENDGAARD LABORATORIES LTD. ("the Company") and Dematerialization of shares

Dear Shareholder(s),

This is further to our letter, dated 4th March, 2022 sent earlier, informing that Securities and Exchange Board of India (SEBI) has, by its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November 2021, read with Circular No. SEBI/HO/MIRSD_RTAMP/P/CIR/2021/687 dated 14th December 2021, Circular No. SEBI/HO/MIRSD_POD-1/P/CIR/2023/37 dated 16th March 2023, mandated that shareholder holding shares in physical form should furnish copy of PAN, KYC details and Nomination to the Company/ Registrar and Share Transfer Agent (RTA).

In view of the above, please provide the following:

- a) For updation of PAN and KYC details, duly filled in Form ISR-1;
- b) Self-attested copy of your PAN card (including PAN Card of the joint holders, if any, duly self-attested by them);
- c) Postal address with PIN Code, Self-attested copy of your valid address proof;
- d) Mobile number and E-mail address;
- e) Bank account details i.e., bank name, branch, account number and IFS Code supported by self-attested bank statement or original cancelled cheque leaf;

CIN : U74210DL1991PLC042569

Registered Office : 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi -110055, India

Corporate Office : Alankit House, 4E/2, Jhandewalan Extension, New Delhi -110055, India

Phone : +91-11-4254 1234 / 2354 1234 | Fax : +91-11-2355 2001 | Website : www.alankit.com

SEBI Registration Nos.- INZ000193033, INP000001363, IN-DP-NSDL-14-96, IN-DP-CDSL-43-99, INR000002532
Member: NSE & BSE; Portfolio Manager; DP: NSDL & CDSL; Registrar & Transfer Agent, ARN No. 2027; PFRDA: 03110



Alankit ASSIGNMENTS LIMITED

f) Specimen signature - Provide Banker's attestation of the signature in the attached Form ISR – 2; and

g) Nomination for the aforesaid folio(s) in the attached Form SH-13 or 'Declaration to Opt-out' in the attached Form ISR-3, in case you do not wish to nominate any person. For change of registered nomination in attached Form SH-14*.

*in case of cancellation of nomination by shareholder through Form SH-14, declaration to Opt-out in form ISR-3 shall also be provided by the shareholder.

Note 1: The Company/ RTA shall not process any service requests or complaints received from the holder(s)/ claimant(s), till PAN, KYC and Nomination documents/ details are complete in the folio. Also, please note that in case any one of the aforesaid documents/ details is not available in the folio on or after October 1, 2023, such folios shall be frozen by the RTA. Once your folio is frozen, any service request in such folio shall be processed by the RTA only after receipt of the complete documents/ details as aforesaid.

Note 2: If the folio remains frozen till December 31, 2025, it shall be referred to the Administering Authority under Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002 for necessary action.

Note 3: Further, SEBI has also amended Regulation 40 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and has mandated that transfer of securities held in physical form shall not be processed unless the same are held in the dematerialized form with a depository. In view of this we request you to dematerialize your shares at the earliest else you will not be able to transfer your shares held in physical form.

We request you to send the aforesaid details/ documents to Alankit Assignments Limited (Unit: JHS Svendgaard Laboratories LTD.), 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi-110055 or through email at kycupdate@alankit.com at the earliest, by any one of the following modes:

I. Through hard copies which should be self -attested and dated.

II. Through electronic mode, provided that they are sent through E-mail id of the holder and all documents should be electronically/digitally signed by the Shareholder.

Thanking you,

Yours faithfully,

For Alankit Assignments Ltd. (Unit: JHS Svendgaard Laboratories LTD.)

Sd/-

Authorised Signatory

This is computer generated letter and does not require signature.

CIN : U74210DL1991PLC042569

Registered Office : 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi -110055, India

Corporate Office : Alankit House, 4E/2, Jhandewalan Extension, New Delhi -110055, India

Phone : +91-11-4254 1234 / 2354 1234 | Fax : +91-11-2355 2001 | Website : www.alankit.com

SEBI Registration Nos.- INZ000193033, INP000001363, IN-DP-NSDL-14-96, IN-DP-CDSL-43-99, INR000002532
Member: NSE & BSE; Portfolio Manager; DP: NSDL & CDSL; Registrar & Transfer Agent, ARN No. 2027; PFRDA: 03110