



**CAMEO CORPORATE SERVICES LIMITED**

Subramanian Building, No.1 Club House Road, Chennai 600 002, Tamilnadu  
CIN : [U67120TN1998PLC041613](#); Ph: 91-44-28460390 / 91-44-40020700 (Board);  
Email : [investor@cameoindia.com](mailto:investor@cameoindia.com); Web : [www.cameoindia.com](http://www.cameoindia.com)

Date :

Name of Company : **Saptarishi Agro Industries Limited**  
Folio no : \_\_\_\_\_

**URGENT**

Name of Sole / First Holder : \_\_\_\_\_  
Address \_\_\_\_\_

Name of Second Holder : ---

Name of Third Holder : ---

Name of Fourth Holder : ---

Dear Shareholder,

**Sub: Furnishing of PAN, KYC details and nomination by the holders of physical securities**

**Ref: SEBI Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655, dated 03.11.2021 and SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated 14.12.2021**

We hope this communicate finds you and your family in good health.

This has reference to the shares held by you in the above referred company, under the folio number mentioned above. SEBI vide above captioned circulars has stated that it shall be mandatory for all holders of physical securities in listed companies to furnish PAN, KYC details and Nomination.

We, as Registrar and Share Transfer Agents (RTA) of \_\_\_\_\_ Limited observe from our records that a few information in your folio are incomplete. **We request you to go through the details stated in the below table thoroughly and in case any changes required / incomplete information, kindly submit the documents / details as mentioned therein to us immediately on receipt of this letter either through hand delivery at our office or by using the enclosed self-addressed postage pre-paid business reply envelope (BRE).**

Sl. No.	Particulars	Status as per records	Please furnish details in
1	PAN of Sole / First Holder Second Holder Third Holder Fourth Holder	-- -- --	Form ISR -1 enclosed – Request for registering PAN, KYC Details or Changes / Updation thereof.
2	Postal Address with PIN (6 digit PIN is mandatory)		
3	Email Address		
4	Mobile Number – 10 digits		
5	Bank Account Details :		
a	Bank Name		
b	Branch Name		
c	Account Number		
d	IFSC		
6	Specimen Signature	Please provide	Form ISR-2 enclosed – Confirmation of Signature of securities holder by the Banker.
7	Nomination details	Please provide	Form SH13 – Nomination Form Form ISR-3 – Declaration for 'opting out of Nomination' (Both enclosed).

The above forms can also be downloaded from our website at <https://cambridge.cameoindia.com> and the website of the company – [www.saptarishiagro.com](http://www.saptarishiagro.com).

**On registration of your mobile number and e-mail id in our records, we will send a separate communication for validating the same.**

It may be noted that the folios in which the PAN registered is not linked with Aadhaar as on the notified cutoff date of 31.03.2022 or any other date as may be specified by CBDT shall be frozen. So kindly link your PAN with Aadhaar number at the earliest.

We draw your attention that if the folios wherein any one of the cited documents / details are not available on or after 01.04.2023, the folios shall be frozen. Please note, if the folio continues to remain frozen as on 31.12.2025 the details of securities in the frozen folios shall be informed to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and / or Prevention of Money laundering Act, 2002.

We look forward to your immediate response.

Thanking you,

Yours truly,

**For Cameo Corporate Services Limited**

**Sreepriya K.**

**Vice President & Company Secretary**

**Encl: As above**

**This communication is computer generated and hence does not require signature**

#### **General Instructions to fill Forms**

1. Please carefully read the form completely before filling it.
2. Avoid over writing in the forms.
3. Supporting documents submitted are to be self-attested by the respective shareholders with date.
4. Form ISR-1 : In case flat maintenance bill, proof of address in the name of spouse is submitted as proof for change in address, additional self-attested copy of ID proof of the holder / claimant to be provided.
5. Form ISR-2 to be filled and submitted if Signature not registered as per SI.No.6 above. Original cancelled cheque with name of the first / sole shareholder printed on it OR Bank Passbook OR Bank Statement attested by the Bank should be furnished with Form ISR-2.
6. Form ISR-3 **OR** Form SH-13 to be filled and submitted if Nomination is not registered as per SI.No.7 above.
  - a. Nomination form SH-13 to be filled and forward to us in duplicate.
  - b. As per section (2) of section 72 of Companies Act, 2013, where the securities are held by more than one person jointly, the joint holders may together nominate any person to whom all the rights in the securities of the Company shall vest, in the event of death of all the joint holders.
  - c. If the shares are held jointly, subsequent to the death of anyone of the holders, the shares would not be registered in favour of the nominee but would be transferred in the name of the surviving shareholders.
  - d. Non-individuals including Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu Undivided Family (HUF) and Power of Attorney holder cannot appoint nominee.
  - e. The shareholder can nominate a minor as a nominee and in that event the name and address of the Guardian shall be provided.
  - f. The nominee shall not be a Trust, Society, Body Corporate, Partnership Firm, Karta of HUF and power of attorney holder.
  - g. Nomination given in the form is for physical securities. The nomination automatically stands cancelled once the shares are dematerialised.
  - h. The Nomination form has to be dated by the nominator and the witness should certify that the nominator has signed the form in presence. Further, the date of execution on the Nomination Form should match with the date of witness, witnessing the document.
  - i. Enclose a self-attested copy of PAN card of nominee.