

CIN No. : L51102MP1984PLC002664

Satya Shyam Trading Limited

Regd. Office :

110, Siyaganj, Indore - 452 007

Phone : (0731) 2533410, 2533602

Fax : (0731) 4045892

Email : shyamsaty@rediffmail.com
vkd39@yahoo.co.in

Website: www. satyashyam.com

Ref. No. SST/ :

Dated :

Dear Shareholders,

Subject: Mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities.

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

Pursuant to Securities and Exchange Board of India (SEBI) Circular dated November 3, 2021, December 14, 2021 and March 16, 2023, we wish to bring to your attention the following:

- A. SEBI has made it mandatory to furnish followings by holders of Physical Securities:
 - Self-Certified Copy of PAN duly linked with Aadhar
 - Email Address
 - Mobile Number
 - Bank Account Details (Bank Name and Branch, Bank Account Number, IFS Code)
 - Nomination and
 - Specimen Signature
- B. The RTAs will not process any service requests or complaints received from the holder(s)/claimant(s), till PAN, KYC and Nomination documents/ details are received.
- C. Folios wherein any one of the said document/ details is not available on or after October 01, 2023, shall be frozen.
- D. The shareholders whose folios have been frozen shall be eligible to lodge grievance or avail service request from the RTA only after furnishing the complete documents / details as aforesaid and shall be eligible for receipt of dividend, interest or redemption payment only in electronic mode.
- E. 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, after December 31, 2025.

In view of the above, members holding shares in Physical Form are requested to furnish documents / details as mentioned above to the Company/RTA in the required attached forms (as attached below), to ensure that, their folios are not frozen on or after October 01, 2023.

Ref. No. SST/ :

Dated :

Sr. No.	Purpose	Form No	Documents / Details Required
1.	Request for registering PAN, KYC details or changes/ update	Form ISR 1	<ul style="list-style-type: none"> Self-certified copy of PAN duly linked with AADHAAR In case of change in address, self-certified copy of the Postal address proof as per point no. C (3) of Form ISR -1 Mobile number and E-mail ID. Client Master List ('CML') of your Demat Account, provided by the Depository Participant. Self-certified copy of Bank passbook; OR Bank Statement attested by Bank, in original; OR Original canceled cheque leaf, bearing the name of the shareholder printed on it.
2.	Specimen Signature	Form ISR 2	<p>Banker's attestation of the signature of the holder(s); along with:</p> <p>Original canceled cheque, bearing the name of the shareholder printed on it; OR Self-certified copy of Bank Passbook; OR Bank Statement attested by the Bank</p>
3.	Registration of Nomination	Form SH 13	Original copy of Nomination Form as provided in the Rule 19(1) of the Companies (Shares Capital and Debenture) Rules, 2014
4.	Declaration Form for Opting-out of Nomination	Form ISR 3	In case the holder does not wish to nominate any person, then the 'Declaration to Opt-out', shall be furnished in original.
5.	Cancellation or Variation of Nomination	Form SH 14	<p>Original copy of Cancellation of Nomination Form as provided in the Rule 19(9) of the Companies (Shares Capital and Debenture) Rules, 2014; and</p> <p>Form for 'Declaration to OPT Out' is also required to be submitted</p>

CIN No. : L51102MP1984PLC002664

Satya Shyam Trading Limited

Regd. Office :

110, Siyaganj, Indore - 452 007

Phone : (0731) 2533410, 2533602

Fax : (0731) 4045892

Email : shyamsaty@rediffmail.com

vk39@yahoo.co.in

Website: www. satyashyam.com

Ref. No. SST/ :

Dated :

These documents can be sent directly to the RTA in any of the following manner:

- Through 'In Person Verification' (IPV): Shareholders can submit their required documents at office of the RTA.
- **Through hard copies:** Shareholders can send duly self-attested and dated hard copies of the required documents to below mentioned address of the RTA.
- **Electronic Mode:** Shareholders can send the required documents with E-sign from their registered email ID, as prescribed by SEBI.

Note: Alternatively, in order to avoid freezing of their folios, holders of physical securities of the Company may get their shares dematerialized.

If you have already updated all the information stated above with Company/RTA, kindly ignore this letter.

Please note the following contact details of our RTA to enable you to submit your PAN/KYC/ Nomination/ Bank details etc.:

Sr. No.	Particulars	Details
1.	Name	M/s. MCS Share Transfer Agent Ltd.
2.	Address	383, Lake Gerdens, 1st Floor, Kolkata, WB 700045
3.	Email ID	mcssta@rediffmail.com
4.	Phone No	9831024303

For and on behalf of Satya Shyam Trading Limited

For Satya Shyam Trading Ltd.

S. P. Agarwal

SHIV PRASAD AGARWAL Director

MANAGING DIRECTOR

DIN: 00545387

Date : 30.06.2023

CIN No. : L51102MP1984PLC002664

Satya Shyam Trading Limited

Regd. Office :

110, Siyaganj, Indore - 452 007

Phone : (0731) 2533410, 2533602

Fax : (0731) 4045892

Email : shyamsaty@rediffmail.com

vkd39@yahoo.co.in

Website: www. satyashyam.com

Ref. No. SST/ :

Dated :

BRIEF OF CIRCULAR

Sr. No.	Particulars	Details
1.	Actionable	<p>Accordingly, as mandated by SEBI Circular, in order to avoid freezing of folios, holders of physical securities of the Company are requested to update the following details/documents with RTA of the Company, immediately, in case not yet done:</p> <ul style="list-style-type: none">Valid PANKYC Details (Postal address with PIN, Mobile number, E-mail address, Bank account details, Specimen signature)Nomination detailsLinking of PAN with AADHAAR number
2.	Implications on RTA Services	<p>A. Processing of Requests: The RTA shall not process any service requests or complaints received from the holder(s)/claimant(s), till PAN, KYC and Nomination documents/details are received.</p> <p>B. Impact on Entitlements: Frozen folios shall not be eligible for any payment including dividend, interest or redemption payment in physical mode. Such payments shall be made only through electronic mode, upon complying with the requirements of furnishing all the cited document/details.</p> <p>C. Regulatory Reporting: Securities in the frozen folios shall be referred by the RTA/ Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002, if they continue to remain frozen as on December 31, 2025.</p>
3.	Implications on Folios	<p>From October 01, 2023: RTA of the Company shall freeze the folios wherein any one of the document/details, i.e., PAN, KYC details and Nomination are not available, as mandated by SEBI.</p>

3	Proof of Address of the first holder	<p>Any one of the documents, only if there is change in the address;</p> <p><input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by DP.</p> <p><input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill.</p> <p><input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.</p> <p><input type="checkbox"/> Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.</p> <p><input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.</p> <p><input type="checkbox"/> The proof of address in the name of the spouse</p>
4	Bank details	<p>Account Number: _____</p> <p>Bank Name: _____</p> <p>Branch Name: _____</p> <p>IFS Code: _____</p> <p style="text-align: center;">Provide the following:</p> <p><input type="checkbox"/> <u>original cancelled cheque</u> with name of security holder printed on it or <u>Bank Passbook</u> or <u>Bank Statement attested by the Bank</u> #</p>
5	E-mail address	_____ #
6	Mobile	_____ #

* or any date as may be specified by the CBDT

(DP: Depository Participant)

In case it is not provided, the details available in the CML will be updated in the folio

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our folio (s) _____, _____, (use Separate Annexure if extra space is required) in which I / We are the holder(s) (strike off what is not applicable).

Declaration: All the above facts stated are true and correct.

	Holder 1	Holder 2	Holder 3
Signature	✓		
Name	✓		
Full address	✓		
PIN	✓ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Mode of submission of documents to the RTA

Please use any one of the following mode;

1. In Person Verification (**IPV**): by producing the originals to the authorized person of the RTA, who will retain copy(ies) of the document(s)
2. In hard copy: by furnishing self-attested photocopy(ies) of the relevant document, with date
3. Through e-mail address already registered with the RTA, with e-sign of scanned copies of documents
4. Service portal of the RTA with e-sign with scanned copies of documents, if the RTA is providing such facility

Note

<ul style="list-style-type: none">• It is mandatory for holders of physical securities in listed company to furnish PAN, full KYC details (address proof, bank details, e-mail address, mobile number) and Nomination (for all the eligible folios).	
<ul style="list-style-type: none">• Upon receipt or up-dation of bank details, the RTA will automatically, pay electronically, all the moneys of / payments to the holder that were previous unclaimed / unsuccessful.	
<ul style="list-style-type: none">• RTA shall update the folio with PAN, KYC details and Nominee, within seven working days of its receipt. However, cancellation of nomination, shall take effect from the date on which this intimation is received by the company / RTA.	
<ul style="list-style-type: none">• RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination.	
<ul style="list-style-type: none">• Specimen Signature	<ul style="list-style-type: none">• Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 in SEBI circular SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated November 03, 2021) and• <u>original cancelled cheque</u> with name of security holder printed on it <i>or</i> <u>Bank Passbook</u> <i>or</i> <u>Bank Statement</u> attested by the Bank
<ul style="list-style-type: none">• Nomination**	<ul style="list-style-type: none">• Providing Nomination: Please submit the duly filled up Nomination Form (SH-13) <i>or</i> 'Declaration to Opt out of Nomination' as per Form ISR-3, in SEBI circular SEBI/HO/MIRSD/MIRSD RTAMB/P/ CIR/2021/655 dated November 03, 2021• Change in Existing Nomination: Please use Form SH-14 in SEBI circular SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655• Cancellation of Existing Nomination: use Form SH-14 & Form ISR – 3

** Nomination (**Form SH-13 or SH-14**) / 'Declaration to Opt-Out of nomination' (**Form ISR – 3**), has to be furnished by the holder(s) separately for each listed company.

(Page 3 & 4 is for information to investors; print out of the same is not required)

Objection Memo that can be raised by the RTA

(only if the relevant document / details is / are not available in the folio or if there is a mismatch / discrepancy in the same or change thereof)

Note

RTAs shall raise all objections, if any / at all, in one instance only; the RTA shall not raise further objections on the same issue again and again, after the holder / claimant furnishes all the prescribed documents and details, unless there is any deficiency / discrepancy in the same.

No.	Item	Documents / Details to be provided to the RTA by the holder(s) / claimant(s)
1	PAN – Exceptions and Clarification	‘Exemptions/clarifications to PAN’, as provided in clause D to ‘Instructions/Check List for Filing KYC Forms’ in Annexure – 1 to SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011 on Uniform Know Your Client (KYC) Requirements for the Securities Market, shall also applicable for holder(s) / claimant(s) of securities held in physical mode.
2	Minor mismatch in Signature - minor	The RTA shall intimate the holder at the existing address, seeking objection, if any, within 15 days
3	Major mismatch in Signature or its non-availability with the RTA	<ul style="list-style-type: none"> • Banker’s attestation of the signature of the holder(s) as per Form ISR – 2 • <u>Original cancelled cheque</u> with name of security holder printed on it or <u>Bank Passbook</u> or <u>Bank Statement attested by the Bank</u>
4	Mismatch in Name	Furnish any one of the following documents, explaining the difference in names; <ul style="list-style-type: none"> • Unique Identification Number (UID) (Aadhaar) • Valid Passport • Driving license • PAN card with photograph • Identity card / document with applicant’s Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions • Marriage certificate • Divorce decree
5	Present address of the holder is not matching with the address available in the folio	RTA shall issue intimation to both the old and new addresses. <ul style="list-style-type: none"> • In case where the letter is undelivered at the old address, RTA shall not insist for any proof of the old address provided the current address proof is in the form of an address proof issued by a Government Authority. The above procedure will be applicable for request for change in address of the holder also

(Page 3 & 4 is for information to investors; print out of the same is not required)

Form ISR – 2

(see circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

Confirmation of Signature of securities holder by the Banker

1. Bank Name and Branch				
2. Bank contact details Postal Address Phone number E-mail address				
3. Bank Account number				
4. Account opening date				
5. Account holder(s) name(s)	1) 2) 3)			
6. Latest photograph of the account holder(s)				
<table border="1" style="width: 100%; text-align: center;"><tr><td style="width: 33%; height: 80px;">1st Holder</td><td style="width: 33%; height: 80px;">2nd Holder</td><td style="width: 33%; height: 80px;">3rd Holder</td></tr></table>	1 st Holder	2 nd Holder	3 rd Holder	
1 st Holder	2 nd Holder	3 rd Holder		
7. Account holder(s) details as per Bank Records				
a) Address				
b) Phone number				
c) Email address				
d) Signature(s)				
1) <table border="1" style="width: 150px; height: 40px;"></table>	2) <table border="1" style="width: 150px; height: 40px;"></table>	3) <table border="1" style="width: 150px; height: 40px;"></table>		
Signature verified as recorded with the Bank				
Seal of the Bank				
	(Signature)			
Place:	Name of the Bank Manager			
	Employee Code			
Date:	E-mail address			

Form No. SH-13

Nomination Form

[Pursuant to section 72 of the Companies Act, 2013 and rule 19(1) of the Companies (Share Capital and Debentures) Rules 2014]

To

Name of the company:

Address of the company:

I/We the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.

(2) PARTICULARS OF NOMINEE/S —

(a) Name:

(b) Date of Birth:

(c) Father's/Mother's/Spouse's name:

(d) Occupation:

(e) Nationality:

(f) Address:

(g) E-mail id:

(h) Relationship with the security holder:

(3) IN CASE NOMINEE IS A MINOR--

(a) Date of birth:

(b) Date of attaining majority

(c) Name of guardian:

(d) Address of guardian:

Name:

Address:

Name of the Security

Holder (s)

Signature

Witness with
name and address

Form ISR - 3

Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies

(see SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

[Under Section 72 r/w Section 24 (1) (a) of Companies Act, 2013 r/w Section 11(1) and 11B of SEBI Act, 1992 and Clause C in Schedule VII and Regulation 101 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]]

Name of the Company :

Registered Address of the Company:

I / we the holder(s) of the securities particulars of which are given hereunder, **do not wish to nominate** any person(s) in whom shall vest, all the rights in respect of such securities in the event of my /our death.

PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

Nature of Securities	Folio No.	No. of Securities	Certificate No.	Distinctive No.

I/ we understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my / our death, my / our legal heir(s) / representative(s) are required to furnish the requisite documents / details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

Name(s) and Address of Security holders(s)

Signature(s)

Sole / First Holder Name

Second Holder Name

Third Holder Name

Name and Address of Witness	Signature

Form No. SH-14

Cancellation or Variation of Nomination

[Pursuant to sub-section (3) of section 72 of the Companies Act, 2013 and rule 19(9) of the Companies (Share Capital and Debentures) Rules 2014]

Name of the company:

I/We hereby cancel the nomination(s) made by me/us in favor of.....(name and address of the nominee) in respect of the below mentioned securities.

or

I/We hereby nominate the following person in place of as nominee in respect of the below mentioned securities in whom shall vest all rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being cancelled / varied)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.

(2) (a) PARTICULARS OF THE NEW NOMINEE:

- i. Name:
- ii. Date of Birth:
- iii. Father's/Mother's/Spouse's name:
- iv. Nationality:
- v. Address:
- vi. E-mail id:

vii. Relationship with the Security holder:

(b) IN CASE NEW NOMINEE IS A MINOR--

- i. Date of Birth:
- ii. Date of attaining majority
- iii. Name of guardian:
- iv. Address of guardian:

Signature

Name of the Security

Holder (s)

Witness with name and address