

SARDA PROTEINS LTD.

Reg. Office.: B-536-537, Matsya Industrial Area, Alwar-301030 (Rajasthan)
Corp. Office: Inside Data Ingenious Global Limited, Station Road, Durgapura, Jaipur-302018 (Rajasthan)
Email id : sardaproteins@yahoo.com; Website:www.sardaproteins.com; Tel : +91-77378-22222

TO THE SHAREHOLDERS OF SARDA PROTEINS LIMITED HOLDING SHARES IN PHYSICAL FORM

Dear Shareholder,

Date: 2nd March, 2024

Sub: Mandatory Furnishing of PAN, KYC Details and Nomination

Pursuant to SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/2021/655 dated Nov. 03, 2021, Circular No. SEBI/ HO/ MIRSD/ MIRSD_RTAMB/P/CIR/2021/687 dated Dec. 14, 2021, SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated Jan. 25, 2022, SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 and SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 November 17, 2023 in which SEBI has mandated that the security holders (holding securities in physical form), whose folio(s) do not have PAN or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature updated, shall be eligible for any payment including dividend, interest or redemption in respect of such folios, only through electronic mode with effect from April 01, 2024, upon their furnishing all the aforesaid details in entirety.

In this regard and in continuation of our earlier communication, dated 04th May, 2023, if your PAN, KYC details, Contact details, Bank A/c details, Nomination and Specimen signature etc. are not available in the folio it is requested to please submit the following details in attached formats along with the supporting document/s to complete your PAN, KYC details and Nomination.

As per the instructions of the SEBI vide above mentioned circulars, In case of non-updation of 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 in entirety.

If a shareholder updates the PAN, Choice of Nomination, Contact Details including Mobile Number, Bank Account Details and Specimen Signature after April 01, 2024, then the security holder would receive all the dividends/interest etc. declared during that period (from April 01, 2024 till date of updation) pertaining to the securities held after the said updation automatically.

It is therefore requested to please submit the following details (mentioned under serial no. 1 to 6) in the enclosed formats (wherever applicable) along with the supporting document/s at the earliest mandatorily to our registrar, **LINK INTIME INDIA PRIVATE LIMITED, UNIT: SARDA PROTEINS LIMITED, Noble Heights, 1st Floor, Plot NH 2, C-1 Block LSC, Near Savitri Market, Janakpuri, New Delhi - 110058**

1. Self-attested copy of PAN card & Address proof (Preferably Aadhar) of the shareholder/s as per **FORM ISR-1**.
2. Confirmation of Specimen Signature and Bank details from your Banker along with Cancelled cheque leaf with printed name (If name is not printed on the cheque, please provide legible copy of Bank passbook/Bank statement with Bank's stamp) as per **FORM ISR-2**.
3. Duly filled in and signed form for **NOMINATION** as per **Form No. SH-13** or duly signed **Form No. ISR-3** in case Nomination is not required.
4. Duly filled in and signed **Form No. SH-14** as well as **Form No. ISR-3** for cancellation of nomination. Further, duly filled in and signed **Form No. SH-14 only for change in the Nominee(s)**.
5. Valid Mobile No & Email address to be provided as per enclosed format.
6. The Securities holder /claimant shall submit filled up **Form ISR-4** as per format attached to this Letter, in case of processing of service request for issue of duplicate share certificate or any other service request. **Shareholders may note that no physical Duplicate share certificate will be issued and on receipt of complete documents a Letter of Confirmation will be issued which need to be mandatorily dematerialised within 120 days.**

*All forms mentioned above and other relevant information are attached herewith and are also available on the website of the Company **www.sardaproteins.com**

Further, SEBI had issued SEBI (Listing Obligations and Disclosure Requirements) 4th Amendment Regulations, 2018 and amended the provision relating to transfer of listed Securities. The amendment mandates that a request for transfer of securities shall not be processed unless the securities are held by the shareholders in dematerialized form. The aforesaid amendment is already effective from **April 01, 2021**.

"THEREFORE, SHAREHOLDERS ARE REQUESTED TO COMPLETE THE KYC AND GET THEIR SHARES COMPULSORILY DEMATERIALIZED ON PRIORITY."

Yours Faithfully,

FOR SARDA PROTEINS LIMITED
Sd/-
MR. AMIT KUMAR MODI
(Company Secretary & Compliance Officer)
Tel: +91-77378-22222
Email id: sardaproteins@yahoo.com
Web : www.sardaproteins.com

RTA Correspondence Address:
LINK INTIME INDIA PRIVATE LIMITED
Noble Heights 1st Floor, Plot No. NH-2, C-1 Block LSC,
Savitri Market, Janakpuri, New Delhi-110058
Tel: +011- 49411000
Email: delhi@linkintime.co.in
Web: www.linkintime.co.in

Form ISR -1

(see SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date: ___/___/___

A. I /We request you to Register/Change/ Update the following (Tick ✓ relevant box)

<input type="checkbox"/> PAN	<input type="checkbox"/> Bank details	<input type="checkbox"/> Signature
<input type="checkbox"/> Mobile number	<input type="checkbox"/> E-mail ID	<input type="checkbox"/> Address

B. Security Details:

Name of the Issuer Company		Folio No.:
Name(s) of the Security holder(s) as per the Certificate(s)	1. 2. 3.	
Number & Face value of Securities		
Distinctive number of Securities (Optional)	From	To

C. I/We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

	Document / Information/ Details	Instruction / Remark
1	PAN of (all) the (joint) holder(s)	
	PAN Whether it is Valid (linked to Aadhaar) <input type="checkbox"/> Yes <input type="checkbox"/> No	PAN shall be valid only if it is linked to Aadhaar by March 31, 2023* For Exemptions / Clarifications on PAN, please refer to Objection Memo in Page 6 & 7
2	Demat Account Number (Optional)	Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.
3	Proof of Address of the first holder	Any one of the documents, only if there is change in the address; <input type="checkbox"/> Unique Identification Number (UID) (Aadhaar) Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License <input type="checkbox"/> Flat Maintenance bill accompanied with additional self-attested copy of Identity Proof of the holder/claimant. <input type="checkbox"/> Utility bills like Telephone Bill (only land line)/ Electricity bill / Gas bill - Not more than 3 months old. <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 duly attested by the employer with date and organisation stamp. <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. <input type="checkbox"/> Proof of address in the name of the spouse accompanied with self- attested copy of Identity Proof of the spouse. <input type="checkbox"/> Client Master List (CML) of the Demat Account of the holder / claimant, provided by the Depository Participant.

4	Bank details (to be updated for first holder in case of joint holding)	Account Number: _____ Bank Name: _____ Branch Name: _____ IFS Code: _____ <u>Provide the following:</u> <input type="checkbox"/> Self-attested original cancelled cheque bearing the name of the security holder; OR <input type="checkbox"/> Bank passbook/statement attested by the Bank;
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 following additional folio(s) held in my / our name (use Separate Annexure if extra space is required):

S.No	Name of the Issuer Company	Folio No.	Quantity of securities	Face value of securities	Distinctive number of securities (Optional)

in which I / We are the holder(s) (strike off what is not applicable).

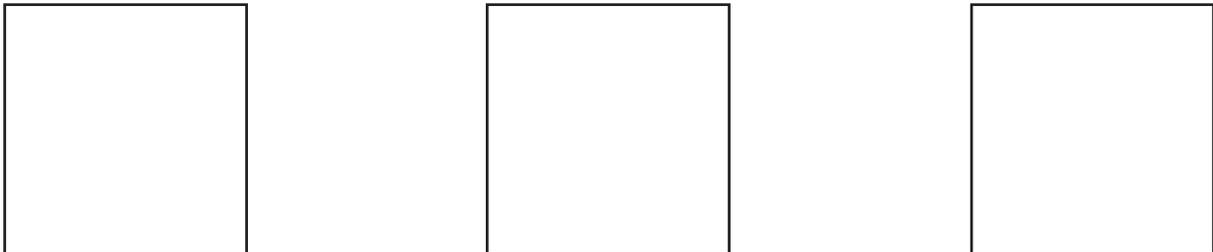
Declaration: All the above facts stated are true and correct.

	Holder 1	Holder 2	Holder 3
Signature			
Name			
Full address			
PIN			

Form ISR - 2

(see SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 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) 1st Holder 2nd Holder 3rd Holder	
7. Account holder(s) details as per Bank Records	
a) Address	
b) Phone number	
c) Email address	
d) Signature(s)	1]  2]  3] 
Seal of the Bank	Signature verified as recorded with the Bank
	(Signature)
Place:	Name of the Bank Manager
	Employee Code
Date:	E-mail 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-PoD-1/P/CIR/2023/37 dated March 16, 2023 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 : **SARDA PROTEINSLIMITED**
Registered Address of the Company : **B-536-537, Matsya Industrial Area, Alwar-301030 (Rajasthan)**

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 of witness, along with name and address are required, if the account holder affixes thumb impression, instead of signature.

Form ISR-4

(SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

Request for issue of Duplicate Certificate and other Service Requests (for Securities - Shares / Debentures / Bonds, etc., held in physical form)

Date: ___/___/_____

A. Mandatory Documents / details required for processing all service request:

I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer Company (tick as relevant, refer to the instructions):

- Demat Account No. (If available):
Provide Client Master List (CML) of your Demat Account from the Depository Participant*
- Provide the following details, if they are not already available with the RTA (see [SEBI circular dated November 03, 2021](#) in this regard)

PAN	Specimen Signature
Nomination / Declaration to Opt-out	

* (Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your CML). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use [Form ISR-1](#) in [SEBI circular dated November 03, 2021](#).

B. I / We request you for the following (tick ✓ relevant box)

- | | |
|---|--|
| <input type="checkbox"/> Issue of Duplicate certificate | <input type="checkbox"/> Claim from Unclaimed Suspense Account |
| <input type="checkbox"/> Replacement / Renewal / Exchange of securities certificate | <input type="checkbox"/> Endorsement |
| <input type="checkbox"/> Sub-division / Splitting of securities certificate | <input type="checkbox"/> Consolidation of Folios |
| <input type="checkbox"/> Consolidation of Securities certificate | <input type="checkbox"/> Transmission |
| <input type="checkbox"/> Transposition (Mention the new order of holders here) | |

C. I / We are enclosing certificate(s) as detailed below**:

Name of the Issuer Company	
Folio Number	
Name(s) of the security holder(s) as per the certificate(s)	1. 2. 3.
Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

D. Document / details required for specific service request:

- Duplicate securities certificate
- Claim from Unclaimed Suspense Account

Securities claimed	(in numbers) (in words)
--------------------	-------------------------

- Replacement / Renewal / Exchange of securities certificate
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- Endorsement

V. | | Sub-division / Splitting of securities certificate

VI. | | Consolidation of securities certificate/Folios

VII. | | Transmission

VIII. | | Transposition

Provide / attach original securities certificate(s) for request for item numbers III to VIII above.

Declaration: All the above facts stated are true and correct to best of my / our knowledge and belief.

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature			
Name			
Full address			
PIN			

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.

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 : SARDA PROTEINS LIMITED
Registered Address of the Company : B-536-537, Matsya Industrial Area, Alwar-301030 (Rajasthan),

I/We.....the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following person 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 of Security holder(s)	Name & Address of witness:
Name:	Name:
Address:	Address:
Signature:	Signature:

Form No. SH-14

Cancellation or Variation of Nomination

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

Name of the company: **SARDA PROTEINS LIMITED**

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