

**FOR THE ATTENTION OF HOLDERS OF PHYSICAL SECURITIES (EQUITY SHARES)
OF
SHREEVATSAA FINANCE AND LEASING LIMITED**

Dear Shareholder(s),

Sub: Mandatory furnishing/updating of PAN, full KYC details (Address proof, bank details, email address, mobile number) and Nomination

Ref: SEBI Circular No. SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 Dated November 3, 2021 read together with SEBI Circular No. SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/687 dated December 14, 2021 (the "SEBI Circulars")

With reference to the SEBI Circulars regarding mandatory furnishing of the PAN, full KYC details and Nomination by the holders of physical securities, your attention is invited to the following:

Sr. No.	Particulars	As per the SEBI Circulars- Documents and/or details are required to be submitted to the Maheshwari Datamatics Private Limited (RTA) in the following manner:
1.	PAN	For registration/updation in the PAN, Bank details, Postal address, Email address or Mobile number, please provide the details in the prescribed Form ISR-1 along with related documents as stated therein, self-attested by the shareholder(s).
2.	Bank Details	
3.	Address with PIN	
4.	E-mail Address	
5.	Mobile Number	
Alternatively, you can provide your Demat Account Details along with Client Master List (CML) for updation of any or all of the above information in the folio.		
6.	Signature	In case there is a change, please provide banker's attestation of the signature of the shareholder(s) in Form ISR-2 and Original cancelled cheque.
7.	Nomination	Please provide duly completed prescribed forms as applicable: - for registration in Form SH-13 - for opting out in Form ISR-3 - for change in existing nomination in Form SH-14 - for cancellation of existing nomination in Forms SH-14 and ISR-3

Please refer to **Form ISR-1** for Mode of submission of documents to the RTA.

You are hereby requested to kindly comply with the SEBI Circulars (read full Circulars at SEBI Circulars). The Company shall also intimate, in due course, the concerned security holders about the folios which are in complete in terms of the SEBI Circulars. The folios wherein the above details are not available shall be frozen in the manner and timelines given therein.

In case of any queries/clarification, please contact us/RTA.

Important: As required by the Income Tax Authorities, please link your PAN and Aadhaar by March 31, 2022 or any other date as may be specified by the Central Board of Direct Taxes, if not linked earlier, to avoid freezing of your folio.