

January 10, 2022

Sub: Furnishing of PAN, KYC details and Nomination by holders of physical securities
Reference: SEBI Circular dated November 3, 2021

Dear Shareholders,

Greetings from SSF Limited, we hope this communication finds you and your family in safe and good health.

The Securities Exchange Board of India (SEBI) has, vide the circular dated November 3, 2021, mandated the below:

- a. Furnishing of PAN, email address, mobile number, bank account details and nomination by holders of physical securities,
- b. Any service request shall be entertained only upon registration of the PAN, Bank details and the nomination,
- c. To ensure that your PAN linked to Aadhaar by **March 31, 2022 or any other date as may be specified by the Central Board of Direct Taxes** to avoid freezing of your folio.

We gather from our Registrars & Transfer Agents (RTA) i.e., M/s BTS Consultancy Services Pvt Ltd. that many of our shareholders have not furnished some of the mandatory documents/details as per the records. We request you to furnish the documents/details, as per the table below, to the RTA - M/s BTS Consultancy Services Pvt Ltd. immediately on receipt of the correspondence from our RTA, in this regard.

S.No	Particulars	Please furnish details in
1	PAN	Form No. ISR-1
2	Address	
3	Email address	
4	Mobile Number	
5	Demat account details	
6	Bank account details	
7	Nomination details	Form No. SH-13
8	Declaration to opt out nomination	Form No. SR-3

The aforesaid forms are available as appended to this document or alternatively, can also be downloaded from the website of RTA i.e., <http://btsindia.co.in/>

Freezing of Folios without PAN, KYC details and Nomination:

- a. Folios wherein any one of the said document / details are not available **on or after April 01, 2023**, shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA and not eligible for receipt of dividend in physical mode.
- b. **After December 31, 2025**, 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.

We request you to fill the requisite forms and return the same along with required documents to enable our RTA to process your request.

**BTS Consultancy Services Pvt. Ltd. -
Share Transfer Agent
1st Floor, M S Complex, Plot No.8,
Sastri Nagar, Near Rettery / Beh
RTO North, Kolathur, Chennai–
600099**

Phone: 044–25565121, 43042875

Email: btschennai@gmail.com

Website: <http://btsindia.co.in/>

Thanking You,
Yours
faithfully,

For **SSF Limited**

Sd/-

Company Secretary and Compliance Officer

This is a computer-generated communication and does not require any signature

