

SOUTHERN INFOSYS LTD.

402-A Arunachal Building, 19 Barakhamba Road, New Delhi - 110001, INDIA

Phone : +91-11-23354236, 43045402 Email : southerninfosys@gmail.com

CIN : L67120DL1994PLC059994, Web.: www.southerninfosys.com

SPECIMEN

Date: xx.xx.2022

Dear Shareholder(s),

Sub: SEBI Circular for updation of Permanent Account Number (PAN), KYC Details and Nomination in respect of your physical shareholding in Southern Infosys Limited and Dematerialization of shares

Dear Member(s),

We wish to inform you that Securities and Exchange Board of India (SEBI) has, by its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3RD November 2021, read with Circular No. SEBI/HO/ MIRSD_RTAP/CIR/2021/687 dated 14TH December 2021, mandated that shareholder holding shares in physical form should submit copies of PAN Card, KYC details, Bank account details and Nomination to the Company/ Registrar and Share Transfer Agent (RTA).

In view of above, we request you to please provide the following

1. For updations of PAN number and KYC details, please fill up the attached Form ISR-1
2. Self-attested copy of your PAN card (including PAN Card of the joint holders duly self-attested by them)
3. Postal address with PIN Code, Self-attested copy of your valid address proof
4. Mobile number and E-mail address
5. Bank account details i.e., bank name, branch, account number and IFS Code supported by self-attested bank statement or original cancelled cheque leaf
6. Specimen signature - Provide Banker's attestation of the signature in the attached Form ISR - 2.
7. Nomination for the aforesaid folio(s) in the attached Form SH-13 or 'Declaration to Opt-out' in the attached Form ISR-3, if you do not wish to nominate any person or change of nomination in attached Form SH-14*;

***in case of cancellation of nomination by shareholder through Form SH-14, declaration to Opt-out in form ISR-3 shall also be provided by the shareholder.*

Note 1: Please note that in case any one of the aforesaid documents/ details is not available in the folio on or after April 1, 2023, such folios shall be frozen by the RTA. Once your folio is frozen, any service request in such folio shall be processed by the RTA only after receipt of the complete documents/ details as aforesaid.

Note 2: Please link your PAN with your Aadhaar number by 31st March 2022 or any other date as may be specified by the Central Board of Direct Taxes, otherwise your Folio shall be frozen.

Note 3: If the folio remains frozen till 31st December 2025, it shall be referred to the Administering Authority under Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002 for necessary action.

Note 4: Further, SEBI has also amended Regulation 40 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and has mandated that transfer of securities held in physical form shall not be processed unless the same are held in the dematerialized form with a depository. This implies that you will not be able to transfer the shares held in physical form. In view of this we request you to dematerialize your shares at the earliest else you will not be able to transfer your shares held in physical form.

Copies of the above forms are made available on the website of the Company www.southerninfosys.com

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

Alankit Assignments Limited
(Unit: Southern Infosys Limited)
205-208, Anarkali Complex, Jhandewalan
Extension, New Delhi-110055
Email: kycupdate@alankit.com

Thanking you,
Yours faithfully,

For Southern Infosys Limited

Sd/-

(Shivani)

Company Secretary & Compliance Officer

Encl.: as above