



Building the big picture

Date: 02.07.2025

To,
The BSE Limited
Phiroze Jeejeebhoy Towers,
Dalal Street,
Mumbai – 400 001.

Dear Sir/Madam,

Sub.: Request letters sent to shareholders holding shares physical form for furnishing valid PAN, KYC details, e-mail id, and Nomination, etc.

Ref.: (i) Submission under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015,

(ii) SCRI CODE 530821.

We would like to inform you that, in pursuance of the SEBI Master Circular No. SEBI/HO/MIRSD/ POD-1/P/CIR/2024/37 dated May 07, 2024, today Company sent letters to shareholders, holding shares in physical form, for updating their PAN, KYC details, e-mail id, and Nomination, etc.

Detailed procedure for updation of above mentioned details are provided in the communication letter sent to the shareholders. A copy of the communication letter sent to the shareholders is enclosed.

This is for your information and records.

Thanking you.

Yours faithfully,
For SSPDL Limited

SHAIENDRA BABU ANDE
BABU ANDE
Digitally signed by
SHAIENDRA BABU ANDE
Date: 2025.07.02 16:37:17
+05'30'

A.Shailendra Babu
Company Secretary

Encl.: As Above.

SSPDL Limited
Corporate Office: SSPDL House, #2, Vellaiyan Street,
Kotturpuram, Chennai - 600085, Tamil Nadu.
Tel: 044-4344 2424, Fax: 044-2447 2602.
E-mail: info@sspdl.com

Corporate Identity Number (CIN): L70100TG1994PLC018540)
Registered Office: 3rd Floor, Serene Towers, 8-2-623/A,
Road No.10, Banjara Hills, Hyderabad - 500034, Telangana, India.
Tel: 040-6663 7560,
Website: www.sspdl.com Email: investors@sspdl.com



SSPDL Limited
Regd. Office: 3rd Floor, Serene Towers, 8-2-623/A,
Road No.10, Banjara Hills, Hyderabad - 500 034, Telangana, India.
Corporate Identity Number (CIN): L70100TG1994PLC018540 Ph.: 040-6663 7560,
Website: www.sspdl.com; E-mail ID : investors@sspdl.com

Date: June 30, 2025

Dear Shareholder,

Sub.: Furnishing of PAN, KYC details, e-mail id, and Nomination by holders of physical securities

Ref.: Reminder to update KYC details pursuant to SEBI Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 07, 2024 and to dematerialize physical shares.

Reminder to update KYC details and e-mail id:

We refer to the above circular issued by SEBI that mandates all the listed companies to record PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and choice of Nomination of shareholders holding securities in physical mode. While updating Email ID is optional, the security holders are requested to register email id also to avail online services. This is applicable for all security holders holding shares in physical mode.

To promote the green initiative, as per the applicable law, Circulars issued, from time to time, by the Ministry of Corporate Affairs and Securities and Exchange Board of India ("SEBI"), your company started sending communications to its members through email, including the notice of general meetings, annual report, etc. The Members holding the shares in physical form are requested to register/update their e-mail addresses through the RTA, giving reference to their Folio Number. Process to be followed for registering Email Address: (i) Shareholders holding shares in physical form: send a request to the RTA of the Company, KFin Technologies Limited (Formerly Known as KFin Technologies Private Limited) at einward.ris@kfin.tech providing Folio No., Name of member, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar card).

The salient features and requirements of the above referred SEBI circular are as follows:

- i. In case of non-updation of PAN 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.
- ii. If a security holder updates the PAN, 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.

Accordingly, as mandated vide captioned circulars, any dividend, that will be payable against your holdings, will be processed and paid in electronic mode only with effect from April 1, 2024. Hence requested to update your folio(s) with all mandated KYC documents for smooth processing of all future dividends and any other payments.

For the purpose of updation of KYC details against your folio, you are requested to send the details as per the formats specified below along with the supporting documents:

- a. Form ISR-1 duly filled in along with self attested supporting documents for updation of KYC details
- b. Form ISR-2 duly filled in with banker attestation of signature along with Original cancelled cheque with your name(s) printed thereon or self-attested copy of bank passbook/statement
- c. Form SH-13 for updation of Nomination

Investors can download the above forms & SEBI Circulars available on the website of Kfin Technologies Limited at: <https://ris.kfintech.com/clientservices/sc/isrforms.aspx>.

Please forward the duly executed KYC documents in any of the following modes to our RTA, KFin Technologies Limited (Unit: SSPDL Limited), Selenium Tower-B", Plot No 31 & 32, Gachibowli, Financial District, Nanakramguda, Serilingampally, Hyderabad – 500 032, Telangana.

- a. **Through 'In Person Verification' (IPV):** by producing the originals to the authorised person of the RTA, who will retain copy(les) of the document(s) with IPV stamping with date and initials. Please note that the registered shareholder(s) has to visit the office of the RTA for IPV, OR
- b. **Through Post:** Furnish hard copies of self-attested documents, and dated, OR
- c. **Through electronic mode with e-sign:** Furnish the documents to einward.ris@kfin.tech electronically through E-mail id of the holder registered with RTA, and all documents should be electronically/digitally signed by the Shareholder and in case of joint holders, by the first joint holder. OR
Through web-portal of RTA: Upload all documents electronically/digitally signed by the Shareholder and in case of joint holders, by first joint holder at <https://ris.kfintech.com>.

Dematerialization of physical shares:

We would request you to comply with the above requirements at the earliest which would ensure credit of dividend amount, if any, to your bank account on time by the issuer company.

Further, please note that transfer of shares in physical form is not permitted w.e.f April 1, 2019. Shareholders holding shares in physical form are requested to kindly convert shares from physical form to demat form at the earliest possible as it will be beneficial for market liquidity.

Brief process of Dematerialization:

For dematerialisation of shares, you may approach any SEBI registered depository participant (DP) and follow the process given below:

1. Open a demat account (This step is not applicable if you already have a demat account)
2. Once the demat account is opened or if you already have the demat account, you may contact your DP for further course of action

Once the share certificates and other requisite documents are submitted by you to your DP, the same will be forwarded to Registrar and Share Transfer Agent (RTA) i.e. KFin Technologies Limited.

After scrutiny of documents, the dematerialised shares will be credited to your demat account

Thanking you,

Yours faithfully,
For SSPDL Limited

Sd/-
A SHAILENDRA BABU
COMPANY SECRETARY