

SANGRAHALAYA TIMBER AND CRAFTS LTD

CIN : L20101NL1985PLC002284

Corporate Office : 5, Gorky Terrace , 2nd Floor, Kolkata - 700 017

Phone : 033 6613 3300, E - mail : sangtcl17@gmail.com

Website : www.sangrahalaya.in

To,

Date: 21-08-2024

The Metropolitan Stock Exchange of India Ltd. (MSEI)

Vibgyor Tower, 4th Floor

Plot No C 62, G-Block

Opp. Trident Hotel

Bandra Kurla Complex

Bandra (E), Mumbai-400098, India

Scrip code/Symbol: STCL

Sub: Intimation to furnish valid PAN, KYC details and Nomination.

Sir/ ma'am,

With reference to SEBI Master Circular SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024, the Company has approved the Intimation letter to be dispatched to the physical shareholders of the company for updation of their respective folios with valid PAN, KYC details, nomination and other details at the earliest. The same is in process for dispatch by ordinary post to all the shareholders.

This is for your information and reference.

Regards

For Sangrahalaya Timber and Crafts Limited

Chand Ratan Modi
Director
DIN 00343685



ATTACHED: Intimation Letter

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Dear Shareholder,

Dated: 21.08.2024

Sub: Intimation to furnish valid PAN, KYC details and Nomination.

In compliance with SEBI Master Circular SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024, It shall be mandatory for all holders of physical securities in listed companies to furnish PAN, Choice of Nomination, Contact details (Postal Address with PIN and Mobile Number), Bank A/c details and Specimen signature for their corresponding folio numbers. The security holder(s) whose folio(s) do not have PAN, Choice of Nomination, Contact Details, Bank Account Details and Specimen Signature updated, shall be eligible:

- to lodge grievance or avail any service request from the RTA only after furnishing PAN, KYC details and Nomination.
- for any payment including dividend, interest or redemption payment in respect of such folios, only through electronic mode with effect from **April 01, 2024**.

The shareholders are requested to update the requisite information by filling the following forms:

S. No.	Form	Purpose
1	Form ISR-1	Request for registering PAN, KYC details or changes / updation thereof.
2	Form ISR-2	Confirmation of Signature of securities holder by the Banker
3	Form ISR-3	Declaration Form for Opting-out of Nomination by holders of physical securities (if any)
4	Form No. SH-13	Nomination Form
5	Form No. SH-14	Cancellation or Variation of Nomination (if any)

The modes of submission of documents to the Company/RTA are any one of the following:

- In Person Verification (IPV): by producing the originals to the authorized person of the RTA, who will retain copy(ies) of the document(s)
- In hard copy: by furnishing self-attested photo copy(ies) of the relevant document, with date
- Through e-mail address already registered with the RTA, **with e-sign of scanned copies of documents**
- Service portal of the RTA **with e-sign with scanned copies of documents**, if the RTA is providing such facility

Explanation: E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by eSign user. The holder/claimant may approach any of the empanelled eSign Service Provider, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.

Further please note that, the RTA shall not process any service requests received from the holder(s) / claimant(s), till PAN, KYC and Nomination documents/details are received.

In view of the above, you are advised to furnish the aforesaid documents / forms / details to the Company or the RTA at the earliest possible at the following address:

Company	Registrar and Share Transfer Agent (RTA)
The Company Secretary, Sangrahalaya Timber & Crafts Ltd. Ground Floor, B-2 Real Me showroom, Next to Liberty Optical, Nymolotha Road, Dimapur, Nagaland-797112 India Tel: 033-66133300 E-mail: sangtcl17@gmail.com Website: www.sangrahalaya.in	Niche Technologies Private Limited (Unit: Sangrahalaya Timber & Crafts Ltd.) 3A, Auckland Place, 7 th Floor, Room No. 7A & 7B, Kolkata-700017 Tel: 033-22806616/6617/6618; 98306 59635 Fax: 033-22806619 E-mail: nichetechpl@nicetechpl.com Website: www.nichetechpl.com

All the above mentioned forms are available on the website of the Company at www.sangrahalaya.in and the RTA at <https://nichetechpl.com/downloads/>.

Yours truly,
For Sangrahalaya Timber & Crafts Ltd.
Sd/-
Mr. Chand Ratan Modi
Director
DIN: 00343685

Place: Kolkata