



SWETHA ENGINEERING LIMITED

CIN No: U27209TN1986PLC013787

Plot No. 123-131, Tass Indl. Estate, Ambattur, Chennai – 600 098
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LETTER TO SHAREHOLDERS FOR KYC UPDATION

To,
Shareholder/Member

Subject: - Updating the necessary KYC details registered and/or joint holders.

We refer to the SEBI circular no. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018, in which SEBI has directed all the listed Companies to update the PAN and BANK ACCOUNT details of all their shareholders holding shares

in physical mode through their RTA. Accordingly, your Company has initiated steps for registering the PAN details of all the shareholders (including joint holders, if any) and the BANK ACCOUNT details of the registered shareholder. Further members are also advised that other KYC details such as email id, mobile number, specimen signature and nomination be also updated with the Company/RTA

In this context, holding shares in physical form can update their KYC through Registrar and Share Transfer Agent viz.

M/s.Cameo Corporate Services Limited, “Subramanian Building” No.1, Club House Road, Chennai - 600002. Phone No.044-28460390-94, Email Id: investor@cameoindia.com/ cameo@cameoindia.com. Fill in the details as mentioned

below in KYC form/request letter and forward the same along with all the supporting documents based on requirements considering to Company/RTA.

A. For updating PAN of the registered and/or joint shareholders

Self- attested legible copy of PAN card (exempted for Sikkim Shareholders)

B. For updating Bank Account details of the registered shareholder

1. In cases wherein the original cancelled cheque leaf has the shareholder’s name printed:

- For address proof: Self- attested legible copy of Aadhar/passport/utility bill (not older than 3 months).

- Original cancelled cheque leaf containing the Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code with the name of the shareholder.

OR

2. In cases wherein the cancelled cheque leaf does NOT contain the shareholder’s name:

- For address proof: Self- attested legible copy of Aadhar/passport/utility bill (not older than 3 months)

- Original cancelled cheque leaf containing the details, Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code.

- Legible copy of the bank passbook / bank statement specifying the KYC details of the registered shareholder such as

the name, address, bank account number etc. duly attested by the officer of the same bank with his signature, name,

employee code, designation, bank address stamp, phone no. and date of attestation.

C. For updating the Specimen signature of the registered and/or joint shareholders

- Affidavit duly notarised on non-judicial stamp paper of Rs. 100/-
- Banker's verification (For-General-Change of Signature)
- Original cancelled cheque containing the details, Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code.
- Legible copy of the bank passbook / bank statement specifying the KYC details of the registered shareholder such as the name, address, bank account number etc. duly attested by the officer of the same Bank with his signature, name, employee code, designation, bank address stamp, phone no. and date of attestation. (if the cancelled cheque leaf does not contain shareholder name.

D. For registering Email id:

Email-id of the registered shareholder for all future communication in electronic mode (Go Green Initiative)

E. For registering Mobile No.:

Mobile no. of registered shareholder for future direct communication

F. For registering Nominee:

You are requested to register the Nomination (Form SH-13) to your folio.

We request you to kindly forward duly filled in KYC form along with copies of supporting documents for all the "Required"

remark sat below mentioned address. Single copy of supporting document is sufficient for updating multiple subjects.

**M/s.Cameo Corporate Services Limited,
"Subramanian Building"**

No.1, Club House Road, Chennai - 600002

Phone No.044-28460390-94,

Email Id: investor@cameoindia.com/ cameo@cameoindia.com

For SWETHA ENGINEERING LIMITED

S.V.Raguraman

Managing Director

(DIN- 00098566)