



# SATELLITE CORPORATE SERVICES PVT. LTD.

Category - I, Registrar to an Issue & Share Transfer Agent, Reg. No. INR000003639

Regd. Off.: Office No. A/106-107, Dattani Plaza, East West Compound, Andheri Kurla Road, Safed Pool, Sakinaka, Mumbai - 400 072. Tel.: 022-28520461, 022-28520462 E-mail : service@satellitecorporate.com, scs\_pl@yahoo.co.in  
CIN NO.: U65990MH1994PTC077057 Website : www.satellitecorporate.com

Reference No.:

REMINDER-1

Date: 19-05-2023

To,  
Name \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir / Madam,

Unit: Andhra Pradesh Tanneries Limited

1. Folio No \_\_\_\_\_

**Sub: SEBI Circular vide ref. no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16-03-2023 for furnishing PAN, KYC details and Nomination**

We draw your attention to our letter dated 28<sup>th</sup> January, 2022 wherein we had informed you with reference to above subject matter, it is mandatory to update PAN, Bank Details, Nomination and Contact Details in respect of shares held by you in physical mode. Since you have still not updated the some of the details you are requested to kindly update the same as explained below.

- For registering PAN and KYC details:** kindly fill the Form No. ISR 1 and submit along with supporting documents as mentioned in Form No. ISR 1. Please note As per Central Board of Direct Taxes (CBDT) it is mandatory to link PAN with Aadhar number before 30-06-2023.
- Confirmation of signatures of Securities Holders:** Due to passage of time, your signature must have changed. In view of avoiding any rejection, delay in processing, we suggest to submit Form No. ISR 2 along with supporting documents as mentioned in Form No. ISR 2.
- Nomination:** SEBI also made it mandatory to register nomination for shares held in physical mode. Since you have not registered the nomination, you are requested to kindly register the nomination in Form No. SH-13.
- In case you do not want to register the nomination you are requested to submit a declaration in Form No. ISR-3.
- In case you have already registered the nomination and want change or alter, you may submit Form No. SH-14.
- These forms are available on our website: <http://satellitecorporate.com/KYC.zip>. Duly completed documents with only e-sign may be send to our dedicated mail id: [kyc@satellitecorporate.com](mailto:kyc@satellitecorporate.com). In case you require physical copy of the form you may write to us.

**Kindly submit the aforesaid self-attested details / documents to us at the following address:**

**Satellite Corporate Services Private Limited**

Unit Andhra Pradesh Tanneries Limited - KYC

Office No. A 106 & 107, Dattani Plaza, Andheri Kurla Road,  
East West Compound, Safed Pool, Sakinaka, Mumbai 400072.

Tel.: 022 285204461/462

As per the record the status registration of KYC/Signature/Nomination as under.

Subject	Status of registration ( Available/Required )	Type of Document Required in case of Status is “ Required ”.
Bank Account details		ISR-1
PAN Details		ISR-1
Nomination		SH-13 Or ISR-3
Email ID		ISR-1
Contact Number		ISR-1
Signature		ISR-2

Kindly verify and submit the documents at the earliest to safeguard your investment. In case of bank account details registered is of demerged bank, kindly submit fresh bank details in ISR-1

Further, we would like to draw your attention that, w.e.f. 01st January, 2022, we have stopped any service request or complaint from Shareholder(s)/Claimant(s), for those Folios wherein the details/documents mentioned in the aforesaid are not available. **Needless to mention that noncompliance with above requirements, your shares will be frozen effective from 01st October, 2023.**

**After December 31, 2025, the frozen folios shall be referred by RTA / Company to the administering authority under the Benami Transactions (Prohibition) Act, 1988 and Prevention of Money Laundering Act, 2002**

**In view of the above it is in your interest to safe guard your shares, to comply with the requirement at the earliest.**

Thanking you

Yours faithfully

For SATELLITE CORPORATE SERVICES PVT LTD.

(AUTHORISED SIGNATORY)