

### Process Note: Saksham Niveshak – 100 Days Campaign

In accordance with the directive issued by the Investor Education and Protection Fund Authority (IEPFA), Ministry of Corporate Affairs (MCA), via circular dated 16<sup>th</sup> July 2025, shareholders are hereby informed about the launch of the “Saksham Niveshak – 100 Days Campaign” starting from 28<sup>th</sup> July, 2025 to 6<sup>th</sup> November, 2025.

This initiative is aimed at encouraging shareholders to:

- Update their KYC details
- Claim any unpaid or unclaimed dividends before such dividends are transferred to the Investor Education and Protection Fund (IEPF).

#### 1. KYC Updation Process

Kindly follow the below instructions based on your holding type:

Holding Type	Required Documents
Demat Shares	Update your KYC details (PAN, bank account, nomination preference, and contact information including email, mobile number, and postal address) with your <b>Depository Participant (DP)</b> .
For shares held in Physical form	<p>Submit the below applicable Investor Service Request (ISR) forms as per the instructions stated therein along with supporting documents, if any, to the Company’s Registrar and Share Transfer Agent:</p> <ul style="list-style-type: none"> <li>• <b>Form ISR-1:</b> For all requests to register PAN, KYC details or changes/update thereof</li> <li>• <b>Form ISR-2:</b> For updating the signature</li> <li>• <b>Form SH-13:</b> For nomination</li> <li>• <b>Form ISR-3:</b> Declaration to opt out of nomination</li> <li>• <b>Form SH-14:</b> Cancellation or change of nomination</li> </ul>

Forms can also be downloaded from the Company's website: [Investor Relations – Sonata Software](#)

## 2. Claiming Unpaid/Unclaimed Dividends

To claim your unpaid or unclaimed dividends, please submit the following documents to the Company's Registrar & Share Transfer Agent (RTA), **KFin Technologies Limited**

1. Duly filled and signed **Letter of Undertaking** available on the Company's website in the link: [Letter of Undertaking](#)
2. Self-attested copy of **PAN card** and **address proof**
3. **Cancelled cheque**
4. Updated Client master list -*For shareholders holding shares in electronic mode.*
5. ISR forms duly filled and signed – *For shareholders holding shares in physical mode*

## 3. Mode of Submission

- **By Post:** Send physical, self-attested copies to the address mentioned below of RTA
  - **By Email:** Please send all relevant signed documents from your registered email address to: [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com)
  - **Online:** Please log in using your registered email at <https://www.kfintech.com> to raise any queries or concerns regarding KYC updation and unpaid/unclaimed dividends.
4. **For any queries/issues related to KYC updation and unclaimed/unpaid dividend, shareholders are requested to contact our Registrar and Share Transfer Agent (RTA) at:**

**KFin Technologies Limited, Unit-Sonata Software Limited,**

Selenium Tower B, Plot No. 31 & 32, Gachibowli, Financial District,

Nanakramguda, Serilingampally, Hyderabad, Telangana - 500 032.

Toll free no. 1800 309 4001| Website: [www.kfintech.com](http://www.kfintech.com)

Email ID: [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com)

Kindly ensure all documents are submitted **on or before 6<sup>th</sup> November 2025**.