



December 31, 2021

Dear Shareholder,

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

The Securities and Exchange Board of India ('SEBI') has mandated vide its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 and subsequent clarification vide Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021 for all the security holders holding securities in physical form to furnish the below mentioned forms duly filled in along with proper details and the relevant self attested documents with date to the Company or its Registrar and Share Transfer Agent ('RTA') Niche Technologies Pvt. Ltd.

Please note that the folios, wherein any one of the below cited documents / details are not available on or after April 01, 2023, shall be frozen by the RTA.

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 :

1. In Person Verification (IPV): by producing the originals to the authorized person of the RTA, who will retain copy(ies) of the document(s)

2. In hard copy: by furnishing self-attested photo copy(ies) of the relevant document, with date

3. Through e-mail address already registered with the RTA, **with e-sign of scanned copies of documents**

4. 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, from January 01, 2022, the RTA shall not process any service requests or complaints 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, Sinclairs Hotels Limited Pressman House 10A Lee Road, Kolkata 700020 Tel: +91 9007540731 E-mail: cs@sinclairshotels.com Website: www.sinclairsindia.com	Niche Technologies Private Limited (Unit: Sinclairs Hotels Limited) 3A, Auckland Place, 7 th Floor, Room No. 7A & 7B, Kolkata-700017 Tel: 033-22806616/6617/6618; Fax: 033-22806619 E-mail: nichetechpl@nichetechpl.com Website: www.nichetechpl.com

All the above mentioned forms are enclosed to this notice for your convenience as well as also available on the website of the Company (i.e. www.sinclairsindia.com)

Yours truly,
For Sinclairs Hotels Limited
Sd/-
Srushti Mody
Company Secretary
M. No.:A42255

Place: Kolkata

Sinclairs Hotels Limited

Regd. Office: Pressman House, 10A Lee Road, Kolkata 700020, t: 9007540731
e: cs@sinclairshotels.com, CIN: L55101WB1971PLC028152
A MSME Enterprise : Registration No. UDYAM-WB-10-0004205

BURDWAN | DARJEELING | DOOARS | GANGTOK | KALIMPONG | OOTY | PORT BLAIR | SILIGURI

www.sinclairshotels.com