



SINCLAIRS
HOTELS *and* RESORTS

May 25, 2023

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-PoD-1/P/CIR/2023/37 dated March 16, 2023** for all the security holders holding securities in physical form to furnish PAN, Nomination, Contact details (mandatory to provide mobile number), Bank A/c details and Specimen signature in 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 October 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, 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, Sinclairs Hotels Limited 147 Block G, New Alipore Kolkata: 700001 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 (www.sinclairsindia.com).

Yours truly,
For Sinclairs Hotels Limited
Sd/-

Kriti Kochar
Company Secretary
M.No.:A52688

Place: Kolkata

Sinclairs Hotels Limited

Regd. Office: 147, Block G, New Alipore, Kolkata 700053, 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 | YANGANG

www.sinclairsindia.com