

The Sandur Manganese & Iron Ores Limited

(An ISO 9001:2015; ISO 14001:2015 and 45001:2018 certified company)

CIN: L85110KA1954PLC000759; Website: www.sandurgroup.com

REGISTERED OFFICE

'SATYALAYA', No.266
Ward No.1, Palace Road
Sandur - 583 119, Ballari District
Karnataka, India
Tel: +91 8395 260301/ 283173-199
Fax: +91 8395 260473



CORPORATE OFFICE

'SANDUR HOUSE', No.9
Bellary Road, Sadashivanagar
Bengaluru - 560 080
Karnataka, India
Tel: +91 80 4152 0176 - 79 / 4547 3000
Fax: +91 80 4152 0182

SMIORE / SEC / 2023-24 / 96

13 March 2024

BSE Limited

Phiroze Jeejeebhoy Towers

Dalal Street

Mumbai - 400 001

Scrip Code: 504918

National Stock Exchange of India Limited

Exchange Plaza, C-1, Block G

Bandra-Kurla Complex

Mumbai - 400 051

Symbol: SANDUMA

Dear Sir/ Madam,

Sub: Intimation to shareholders holding shares in physical mode for updation of PAN, KYC and Nomination Details

Pursuant to Regulation 30 read with Schedule III of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed herewith copy of letter dispatched on 13 March 2024, to shareholders holding shares in physical mode and whose folio(s) do not have PAN or choice of nomination or contact details or mobile number or bank account details or specimen signature updated, informing that they shall be eligible for any payment including dividend, interest or redemption in respect of such folios, only through electronic mode with effect from 1 April 2024 and requesting them to update the said details at the earliest.

The Exchanges are requested to kindly take the same on record.

Thank you

for The Sandur Manganese & Iron Ores Limited

Mohammed Abdul Saleem

Whole Time Director, Company Secretary &

Compliance Officer

ICSI Membership No. F5218

Encl: A/a

MINES OFFICE: Deogiri - 583112, Sandur Taluk, Ballari District

Tel: +91 8395 271025 / 28 / 29 / 40; Fax: +91 8395 271066

PLANT OFFICE: Metal & Ferroalloy Plant, Vyasankere, Mariyammanahalli - 583 222, Hosapete Taluk, Vijayanagara District

Tel: +91 8394 244450 / 244335



The Sandur Manganese & Iron Ores Limited

Registered Office: 'Satyalaya', Door No.266 (Old No.80), Behind Taluka Office, Ward No.1,
Sandur, Ballari District, Karnataka -583 119

Telephone: +91 8395 260301; Fax: +91 8395 260473

Website: www.sandurgroup.com | Email: secretarial@sandurgroup.com

CIN: L85110KA1954PLC000759

IMPORTANT ANNOUNCEMENT FOR SHAREHOLDERS HOLDING SHARES IN PHYSICAL MODE

STANDARD NORMS FOR INVESTORS' SERVICES AND MANDATORY FURNISHING OF PAN, KYC AND NOMINATION DETAILS

In an effort to protect the interest of investors, SEBI vide its circular dated 3 November 2021 (subsequently amended by circulars dated 14 December 2021, 16 March 2023, 26 September 2023 and 17 November 2023) mandated that the security holders (holding securities in physical mode), whose folio(s) do not have PAN or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature updated, shall be eligible for any payment including dividend, interest or redemption in respect of such folios, only through electronic mode with effect from **1 April 2024** and has prescribed the common and simplified norms for processing service request of investor's by Registrar & Share Transfer Agents (RTA).

In accordance with the aforesaid circulars, it has been made mandatory for all holders of physical securities to furnish/ update the following details/ self-attested documents on priority to Venture Capital and Corporate Investments Private Limited (VCCIPL), RTA of the Company:

- a) PAN*
- b) Nomination
- c) Contact Details (Postal Address with Pin code, Mobile Number and E-mail Address)
- d) Bank Account Details (Bank name and branch, Account number, IFSC, MICR Code along with Cancelled Cheque Leaf)
- e) Specimen Signature

**PAN furnished should be linked to Aadhaar. In case the same is not linked on or before 30 June 2023 or any other date as may be specified by the Central Board of Direct Taxes, your PAN shall be deemed to be invalid and consequently your folio will be treated in the same manner as applicable in case of folios for which PAN has not been furnished.*

Effective 1 January 2024, the RTAs will not process any service requests or complaints received from the holder(s)/ claimant(s), unless PAN, KYC and Nomination details are updated. In the event of failure to update the details, please note that:

- Such folio(s) shall not be eligible to lodge grievance(s) or avail any service request from the RTA unless and until the above-mentioned details are updated.
- With effect from 1 April 2024, any payment including dividend, interest or redemption payment in respect of such folios, shall be made only through electronic mode.

Shareholders of the Company holding shares in physical mode are therefore requested to furnish/ update their PAN/ KYC/ Nomination details, if not done earlier, with the RTA of the Company by using the relevant forms as mentioned herein below:

Description of the Form	Form No.
For Registration of PAN and KYC Updation	ISR-1
Confirmation of Signature of securities holder by the Banker	ISR-2
Declaration Form for Opting-out of Nomination	ISR-3
Nomination Form	SH-13
For Cancellation or Variation of Nomination	SH-14

SEBI further clarified that for availing services like issue of duplicate securities certificate, replacement/ renewal/ exchange, consolidated, subdivision/ splitting of securities certificate, endorsement, consolidation of folios, change in the name of holder and claim from Unclaimed Suspense Account & Suspense Escrow Demat Account, the request is to be made by the shareholder in Form ISR-4 and request for transmission is to be made in Form ISR-5.

We urge all shareholders who have not yet dematerialized their shares yet, to get their shares dematerialized at the earliest.

Forms ISR-1, ISR-2 and SH-13 are enclosed herewith to this letter and it can also be downloaded by clicking the below links and the same shall be submitted to RTA.:

Sl. No.	Particulars	Please furnish details in
1	PAN, Address, Email address, Mobile Number, Demat account details and Bank account details	Form ISR-1 https://www.vccipl.com/sebipdf/Form%20ISR-1.pdf
2	Specimen Signature	Form ISR-2 https://www.vccipl.com/sebipdf/Form%20ISR-2.pdf (This Form should be signed by the respective Bank Authority under the Bank Seal)
3	Declaration to opt out nomination	Form ISR-3 https://www.vccipl.com/sebipdf/Form%20ISR-3.pdf
4	Nomination details	Form SH-13 https://www.vccipl.com/sebipdf/Form%20SH-13.pdf
5	Cancellation or Variation of Nomination	Form SH-14 https://www.vccipl.com/sebipdf/Form%20SH-14.pdf
6	Request for issue of Duplicate Certificate and other Service Requests.	Form ISR-4 https://www.vccipl.com/sebipdf/Form%20ISR-4.PDF
7	Request for Transmission of securities by Nominee or Legal Heir	Form ISR-5 https://www.vccipl.com/Documents/Annexure%20C.PDF

Please note that if you fail to provide required KYC details & Forms, the dividend amount shall be kept on hold, since companies are advised not to issue dividend in the physical form (Warrants, DDs). Security holders would receive all the dividends declared during the period from (1 April 2024 till date of updation) pertaining to the securities held after the said updation automatically.

Details of RTA of the Company:

M/s. Venture Capital and Corporate Investments Private Limited

“AURUM” D.No.4-50/P-II/57/4F&5F,

Plot No.57, 4th & 5th Floors, Jayabheri Enclave,

Phase-II, Gachibowli, Hyderabad -500 032.

Phone: 040-23818475/ 76

Email: investor.relations@vccipl.com

Web: www.vccipl.com

Kindly get in touch with the Company/ RTA for any clarifications in this regard.

Thank you

for The Sandur Manganese & Iron Ores Limited

Sd/-

Mohammed Abdul Saleem

Whole Time Director, Company Secretary &

Compliance Officer

ICSI Membership No. F5218

Form ISR – 1

(SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16,2023 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

A. I / We, request you to Register / Change / Update the following (Tick ✓ relevant box) Date : / /

<input type="checkbox"/> PAN	<input type="checkbox"/> Signature	<input type="checkbox"/> Mobile Number
<input type="checkbox"/> Bank details	<input type="checkbox"/> Registered Address	<input type="checkbox"/> E-mail address

B. Security and KYC Details [to be filled in by the First Holder]:

Name of the Issuer Company		Folio No.	
Face value of Securities		Number of Securities	
Distinctive number of Securities (Optional)	From	To	
E-mail Address			
Mobile Number			

C. I/We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

Name(s) of the Security holder(s) in Capital as per PAN Copies of PAN Cards of all the Holder(s) duly self-attested with date to be enclosed with this Form.	PAN	PAN Linked to Aadhaar -Y/N Tick any one [✓] *
1.		Yes / No
2.		Yes / No
3.		Yes / No
4.		Yes / No

Note: * PAN shall be valid only if it is linked to Aadhaar by March 31, 2023, or any other date as may be specified by CBDT.

Check Status of PAN linked with Aadhaar at <https://www.incometax.gov.in/iec/foportal> For Exemptions/Clarifications on PAN refer Instruction.

Bank Account Details of First Holder

Name of the Bank & Branch		IFSC	
Bank A/c No.		Tick any one [✓] Acct type <input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> Any other []	

Note: Original cancelled cheque leaf bearing the name of the first holder is mandatory, failing which first security holder shall submit copy of bank passbook / statement attested by the Bank for registering the Bank Account details.

Demat Account Number	16 digit DPid /Client id []
----------------------	------------------------------

Also provide Client Master List (CML) of your Demat Account, duly signed by the Depository Participant with stamp.

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our above Folio No, provided by me/us.

Declaration: All the above facts and documents enclosed are true and correct.

	First Named Holder	Joint Holder - 1	Joint Holder - 2	Joint Holder - 3
Signature				
Name				
Address				
PIN				

Note: If the address mentioned above differs from the address registered with the Company, you are requested to record the new address by submitting the documents as specified in point (3) overleaf. (Use separate Annexure to Form ISR-1 to update the above PAN and other KYC details as provided in this form with the additional Folio(s) where you are the First Named holder of securities, in such issuer companies.)

I/We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

No.	✓	Document/Information /Details	Instruction/Remark
1	<input type="checkbox"/>	PAN of (all) the (joint) holder(s)	PAN Card copies of all the holders duly self-attested with date to be enclosed. PAN shall be valid only if it is linked to Aadhaar by March 31, 2023, or any date as may be specified by the CBDT. For Exemptions / Clarifications on PAN, please refer to <u>Objection Memo</u> as specified in SEBI circular.
2	<input type="checkbox"/>	Demat Account Number	Provide Client Master List (CML) of your Demat Account, duly signed by the Depository Participant with stamp.
3		Proof of Address of the first Holder	<p>Provide self attested copy with date stamp of any ONE of the documents, issued by a Govt. Authority, only if there is change in the address;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Client Master List (CML) of the Demat Account of the holder/claimant, duly signed by the Depository Participant with stamp. <input type="checkbox"/> Unique Identification Number (UID) (Aadhaar) <input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence/Driving License/Flat Maintenance Bill* <input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill – Not more than 3 months old. <input type="checkbox"/> Identity card (with Photo) / document with address, issued by Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by the employer with date and organization stamp. <input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub- account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken. <input type="checkbox"/> The proof of address in the name of the spouse* <p>*Kindly provide additional self-attested copy of Identity Proof of the holder/ claimant/ spouse.</p>
4	<input type="checkbox"/>	Bank details	Original cancelled cheque leaf bearing the name of first holder OR latest copy of the bank passbook/statement with details of bank name, branch, account number and IFSC duly attested by the bank. Alternatively, Bank details as per CML enclosed will be updated in the folio.
5	<input type="checkbox"/>	E-mail address (Optional)	As mentioned on Form ISR-1, alternatively the E-mail address available in the CML as enclosed will be updated in the folio.
6	<input type="checkbox"/>	Mobile	As mentioned on Form ISR-1, alternatively the mobile number available in the CML as enclosed will be updated in the folio.
7	<input type="checkbox"/>	Specimen Signature	Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 and Original cancelled cheque leaf bearing the name of the first holder.
8		Nomination	<p>Submit these Form(s) separately for each listed company. (Use any ONE of the following options.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> SH-13 For First Time Nomination <input type="checkbox"/> SH-14 For Cancellation or Variation in Nomination <input type="checkbox"/> SH-14 and ISR-3 For Cancellation of Nomination and to "Opt-Out" <input type="checkbox"/> ISR-3 To "OPT-Out" of Nomination or if No Nomination is required

Note:

- 1) In case of additional folios for securities held under the same First Named holder for Companies managed by the same RTA, details of such folios to be completed in Annexure to Form ISR-1 along with the required declaration and authorisation.
- 2) All the above blank forms along with the mode of submission are available on our website

Annexure to Form ISR – 1

(SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16,2023 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF, IN THE UNDERSTATED COMPANIES

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Dear Sir/Madam,

I/We request you(RTA), to register / update the details of PAN and KYC details in the following additional Companies where the securities are held in my/our name(s) and the first named holder is in the same order as that which is mentioned in Form ISR-1.

Pl note: Use of this Annexure without Form ISR-1, will be rejected.

Date : / /

Sr.No	Name of the Issuer Company	Folio No.	Quantity of Securities	Face Value of Securities	Start-Distinctive (Optional)	End-Distinctive (Optional)

(Use a copy of this sheet, if extra space is required)

Authorization: I/We authorise you (RTA) to update the PAN and KYC details as provided by me/us as per Form ISR-1, in my / our above Folio No(s), held in my / our name(s) in which I/we are the holder(s) of securities where first holder remains unchanged. The original Form ISR-1, duly filled in by me/us is attached with Annexure to Form ISR-1.

Declaration: All the above facts and documents enclosed are true and correct.

	First Named Holder	Joint Holder - 1	Joint Holder - 2	Joint Holder - 3
<u>Signature</u>				
<u>Name</u>				

Note: If the address mentioned above differs from the address registered with the Company, you are requested to record the new address by submitting the documents as per the instructions stated in point (3) of Form ISR-1.

(Use separate Annexure to Form ISR-1 to update PAN and other KYC details as provided in Form ISR-1 where you are the First Named security holder in such issuer companies. serviced by us.)

Form ISR – 2

(SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03,2021)

Confirmation of Signature of Securities Holder by the Banker

Serial No : _____
as mentioned in KYC Form

1. Bank Name and Branch			
2. Bank contact details	Postal Address		
	Mobile/Tel number		
	E-mail address		
3. Bank Account number	<i>attach original cancelled cheque leaf</i>		
4. Account opening date			
5. Account holder's PAN	Account Holder's Name		
i)	i)		
ii)	ii)		
iii)	iii)		
iv)	iv)		
6. Latest photograph of the account holder(s)			
<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> i)- Holder Photo </div>	<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> ii)- Holder Photo </div>	<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> iii)- Holder Photo </div>	<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> iv)- Holder Photo </div>
7. Account holder(s) details as per Bank Records			
a) Address			
b) Mobile/Tel number			
c) Email address			
d) Signature(s) of the Holder(s)			
i)	<div style="border: 1px solid black; width: 200px; height: 60px; margin: 0 auto;"></div> <p><i>Bank Manager's Signature and Bank Seal</i></p>		
ii)			
iii)			
iv)			
-- (To be Mandatorily Filled by the Bank Official) --			
Place:	Name of the Bank Manager :		
Date:	Employee Code :		
Mobile / Tel no:	Email_id :		

Form No. SH-13

Nomination Form

**Pursuant to section 72 of the Companies Act, 2013 and rule
19(1) of the Companies (Share Capital and Debentures) Rules 2014] Date: _ _**

To,
Name of the Company : _____
Address of the Company: _____

Serial No: _____
(As mentioned in KYC Form)

I/We, the holder(s) of the securities particulars of which are given hereunder, wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made) :

Nature of Securities	Folio No.	No. of Securities*	Certificate No.	Distinctive No(s) (From – To)
Tick ✓ as relevant				
Equity / Debs/ Bonds				

(2) PARTICULARS OF NOMINEE/S — [Use photocopies of this blank nomination form in case of additional Multiple Nominations in the same folio]

Name of Nominee			
Address of Nominee		Date of Birth	{ }
Father's/Mother's/ Spouse's name		Occupation	
Relationship with the security holder		Nationality	
E-mail_id		Mobile No	

(3) IN CASE NOMINEE IS A MINOR —

Name of Guardian		Date of Birth	{ }
Address of Guardian		Date of attaining majority	{ }

Signature(s) as per Specimen recorded with the Company.

	First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
<u>Signature</u>				
<u>Name</u>				

Witness Details:

Name of Witness		Signature	
Address of Witness	_____	Date	
	_____ Pin: _____		

* Nomination will be registered for entire holding in the folio. In case of more than one nominee, the ratio should be furnished & separate form to be filled for each nominee.

Form SH-13 - INSTRUCTIONS

[Please follow the instructions given below very carefully while filling in your Nomination request.]

1. Nomination can be made only by individuals applying/holding securities on their own behalf, singly or jointly. Non-individuals including Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. The nomination will be registered only when it is complete in all respects including the signature of (a) all registered holder(s) (as per specimen lodged with the Company) /RTA and (b) the complete details of the nominee and witness being furnished.

2. A minor can be nominated by a holder(s) of securities and in that event the name and address of the Guardian shall be furnished by the holder(s).

3. The nominee shall not be a trust, society, body corporate, partnership firm, Karta of Hindu Undivided Family, or a power of attorney holder. A Non-Resident Indian can be a nominee on re-patriable basis provided RBI approval granted to the nominee is registered with the Company / RTA.

4. In case you have multiple folios, then you may take a photocopy of this Form.

5. Nomination request would be considered for securities held in physical form only.

6. The nomination will be valid, if the registration of Nomination is done before the demise of the holder.

7. The nomination stands rescinded whenever the securities in the given folio are transposed /transmitted/ amalgamated, in such a scenario a new Nomination Form will have to be filled by the security holder(s).

8. The Holder(s) can override (delete or change) an earlier nomination by executing a fresh Nomination Form SH-14 for which a fresh registration number will be allotted. The earlier nomination will automatically stand cancelled.

9. In case the holder(s) desires to nominate more than one person as nominee, the ratio shall be mentioned and separate form to be filled for each nominee.

10. Nomination registration number will be allotted upon successful registration.

11. The Company / RTA will entertain claims of registered nominees only.

12. The Nominee will be entitled to all the rights in the securities upon demise of all holders in the folio.

13. Kindly note that the nomination being a legal document the same should be dated by the security holder. Furthermore, the date of execution on the Nomination Form should match with the date of witness, witnessing the document.

■ For Office Use Only

■ Nomination Registration Number :

■ Date of Registration :

■ Checked and Signature of Employee :