

# Skyweb Infotech Limited

**Reg. Office:** K-20, 2nd Floor, Lajpat Nagar-II, New Delhi-110024  
**Tel.:** 0120-6721900 | **Email:** [info@skywebindia.in](mailto:info@skywebindia.in) | **Web:** [www.skywebindia.in](http://www.skywebindia.in)  
**CIN No. :** L72200DL1985PLC019763

**Ref. No. - SIL/CO/SE/2021-22/50**

**08<sup>th</sup> March, 2022**

To  
**Listing Department,**  
**Metropolitan Stock Exchange of India Limited,**  
Vibgyor Towers, 4<sup>th</sup> floor, Plot No. C 62,  
G - Block, Opp. Trident Hotel,  
Bandra Kurla Complex,  
Bandra (E), Mumbai – 400 098

**SYMBOL: SKYWEB**

**Sub: Intimation under Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015**

Dear Sir(s),

In compliance with Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we are enclosing herewith copy of draft letter dispatched to all holders of physical securities of the Company on Tuesday, March 08, 2022 as per SEBI Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 read with clarification Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated December 14, 2021.

In this connection, the following forms notified by SEBI are also available on the Company's website at [www.skywebindia.in](http://www.skywebindia.in) and RTA's website at [beetalfinancial.com](http://beetalfinancial.com):

Form	Description
Form ISR-1	Request For Registering Pan, KYC Details Or Changes / Updating Thereof
Form ISR-2	Confirmation of Signature of securities holder by the Banker
Form ISR-3	Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies
Form SH-13	Declaration of Nomination
Form SH-14	Change in Nomination

Kindly take the above information in your records.

Thanking You,  
**Yours truly**  
**For Skyweb Infotech Limited**

  


**Deepesh Gupta**  
**Wholetime Director & CFO**  
**DIN: 00469737**



**Reg. Office:** K-20, 2<sup>nd</sup> Floor, Lajpat Nagar-II, New Delhi - 110024  
**Corp. Office:** D-348, Sector-63, Noida, Uttar Pradesh-201307  
**Tel.:** 0120-6870730 | **Email:** [info@skywebindia.in](mailto:info@skywebindia.in) | **Web:** [www.skywebindia.in](http://www.skywebindia.in)  
**CIN No. :** L72200DL1985PLC019763

**Name and address of the shareholder**

**Subject: Mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities.**

**Folio No.:** \_\_\_\_\_

**Company: SKYWEB INFOTECH LIMITED**

Dear Shareholder,

SEBI vide its Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 has introduced common and simplified norms for processing investor's service request. Key highlights of the circular are as under.

**All holders of physical securities of the Company are mandatorily required to furnish** the following documents / details to the Company's Registrar and Transfer Agent ("RTA").

- PAN
- Nomination
- Contact Details
- Bank Account Details
- Specimen Signature

Investors shall submit form ISR-1 for updating PAN and other KYC details.

In case of mismatch of signature or no signature with RTA, the Investors shall furnish original cancelled cheque and banker's attestation of the signature as per form ISR-2.

Investors shall mandatorily register nominations with RTA and use form SH-13 and SH-14 for declaration of nomination and change in nomination respectively. However, in case investors wants to opt-out of nomination, form ISR-3 shall be filed.

Investors are **requested to ensure the above details are updated with RTA before April 1, 2023**, since folios for which the above details are not available thereafter **shall be frozen**.

Form	Description
<b>Form ISR-1</b>	Request For Registering PAN, KYC Details Or Changes / Updating Thereof (enclosed)
<b>Form ISR-2</b>	Confirmation of Signature of securities holder by the Banker (enclosed)
<b>Form ISR-3</b>	Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies (enclosed)
<b>Form SH-13</b>	Declaration of Nomination (enclosed)
<b>Form SH-14</b>	Change in Nomination (enclosed)

You can also download the forms from our website at [www.skywebindia.in](http://www.skywebindia.in) and on the RTA's website at [beetalfinancial.com](http://beetalfinancial.com).

Please find below the contact details of the RTA to enable you to submit your PAN/ KYC/ Nomination/ Bank details:

**Beetal Financial & Computer Service (P) Limited**

Beetal House, 3<sup>rd</sup> Floor  
99 Madangir, Behind Local Shopping Centre,  
Near Dada Harsukhdas Mandir,  
New Delhi - 110 062

For & on behalf of  
**Skyweb Infotech Limited**

**Deepesh Gupta**  
**Whole Time Director & CFO**

(This is a computer generated letter, hence no signature required)