



## ARTSON ENGINEERING LIMITED

### Intimation to Shareholders - Request to update the details

Dear Shareholders,

In view of the ongoing pandemic ("COVID-19"), the Ministry of Corporate Affairs (MCA) vide its circulars No. 14/2000 dated 8<sup>th</sup> April 2020; No. 17/2020 dated 13<sup>th</sup> April 2020; No. 20/2020 dated 5<sup>th</sup> May 2020; and No. 02/2021 dated 13<sup>th</sup> January 2021 allowed certain classes of Companies to conduct their Annual General Meeting (AGM) through video conferencing (VC) or Other Audio-Visual Means (OAVM). The MCA has granted permission to send communications to the shareholders of the Company through their registered email IDs.

Registration of email ID by the Shareholders will help in better and timely communication between the Company and the shareholders. Therefore, we urge the shareholders for registration and/ or updation of their email IDs, Permanent Account Number (PAN) and Bank Mandate as it ensures the receipt information in timely, faster and easier manner and more importantly avoids fraudulent transactions.

Accordingly, to update the email ID with the Company and other details, shareholders are requested to follow the below procedure:

Updation	Procedure	Documents
Email Id & PAN	<b>Physical Holding:</b> Send an email to Company's email ID i.e., <a href="mailto:investors@artson.net">investors@artson.net</a> (or) to the Company's Registrar & Transfer Agent, Link Intime (India) Private Limited email ID i.e., <a href="mailto:rnt.helpdesk@linkintime.co.in">rnt.helpdesk@linkintime.co.in</a>	A signed request letter mentioning your folio no. and the email id / PAN (self-attested copy) that is to be registered
	<b>Demat Holding:</b> Update the email ID / PAN through your Depository Participant (DP)	---
Bank Mandate	<b>Physical Holding:</b> Send an email to Company's email ID i.e., <a href="mailto:investors@artson.net">investors@artson.net</a> (or) to the Company's Registrar & Transfer Agent, Link Intime (India) Private Limited email ID i.e., <a href="mailto:rnt.helpdesk@linkintime.co.in">rnt.helpdesk@linkintime.co.in</a>	A signed request letter mentioning your folio no., cancelled cheque and self-attested PAN copy
	<b>Demat Holding:</b> Update the email ID / PAN through your Depository Participant (DP)	---

Please note that, in order to keep a check on further spread of the COVID-19 pandemic, physical dispatch of any communication / notices / financial statements / dividend warrants, if any or any such documents is restrained by the Company till the situation improves.

It would be highly appreciated that the shareholders co-operate and support and do the needful at the earliest.