

# STEEL AUTHORITY OF INDIA LIMITED

CIN: L27109DL1973GOI006454

Regd. Office: Ispat Bhawan, Lodi Road, New Delhi-110003

Website: [www.sail.co.in](http://www.sail.co.in), E-mail: [investor.relation@sail.in](mailto:investor.relation@sail.in)

## (NOTICE FOR THE ATTENTION OF EQUITY SHAREHOLDERS OF THE COMPANY)

### SUBJECT: UPDATION OF EMAIL ADDRESS, REGISTERED ADDRESS, MOBILE NUMBER & BANK MANDATE

- 1) The Ministry of Corporate Affairs vide General Circular Nos. 14/2020 dated 8<sup>th</sup> April, 2020, 17/2020 dated 13<sup>th</sup> April, 2020 and 20/2020 dated 5<sup>th</sup> May, 2020 and SEBI vide Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12<sup>th</sup> May, 2020 has granted relaxation from despatching physical copies of Notice as well as the Annual Report to shareholders by those listed entities who conduct their Annual General Meetings (AGM) through electronic mode during the current year 2020, in view of COVID-19 pandemic.
- 2) In view of the above, Shareholders may note that, the Company has decided to conduct its next (48<sup>th</sup>) AGM through electronic mode, and accordingly, the physical copy of the Notice of AGM as well as the Annual Report will not be dispatched to the shareholders. However, shareholders may register their Email ID and Mobile No. to get the same electronically. Shareholders may also note that in case their Bank account details are not updated in their Demat A/c, they should strive to update the Bank account details. Shareholders are requested to follow the following procedure to register/update their details to facilitate the Company to send the Notice of AGM, Annual Report, and other important communications in electronic mode:
  - a) **Shareholders holding shares in Dematerialized Form:-** Shareholders holding shares of the Company in dematerialized form but have not registered/updated their Address, Email ID, Mobile No., Bank details etc. are requested to contact their respective Depository Participant for updation of the same in their Demat Account.
  - b) **Shareholders holding shares in Physical Form:-** Shareholders holding shares in physical form and have not registered/updated their Address, Email ID, Mobile No., Bank details etc. are requested to furnish the same to our Registrar & Share Transfer Agent or to the Company by providing the following details alongwith the requisite documents:

Sl No.	Subject	Particulars
(i)	Name	
(ii)	Present Address	
(iii)	Email ID	
(iv)	Mobile No.	
(v)	Folio No.	



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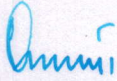
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(vi)	No. of Shares held	
(vii)	Self attested scan copy of PAN & Aadhar Card	
(viii)	Copy of Cancelled Cheque or Passbook signed by Bank Manager with IFSC & MICR NO (For Bank Mandate)	

- 3) No action is required from shareholders whose email addresses, Mobile numbers and Bank details are already updated in Company/Depository records.
- 4) In case the shareholders have any queries on the subject matter, they may contact either to the Company's Registrar and Transfer Agents at:  
M/S MCS SHARE TRANSFER AGENT LTD.,  
F-65 OKHLA PHASE-I  
NEW DELHI-110020  
PH NO. : 011-41406149-52  
Email: [admin@mcsregistrars.com](mailto:admin@mcsregistrars.com) ; Website: [www.mcsregistrars.com](http://www.mcsregistrars.com)
- Or, may reach the Company at [investor.relation@sail.in](mailto:investor.relation@sail.in).

For Steel Authority Of India Limited



M B Balakrishnan  
(Company Secretary)