


**Tax Invoice - Original for Recipient**

**ANNUAL BILL**

 <b>Central Depository Services (India) Limited</b> <b>Marathon Futurex, 25th floor, NM Joshi Marg,</b> <b>Lower Parel(East), Mumbai-400013 , Maharashtra.</b> <b>GSTIN : 27AAACC6233A1Z9 State Code : 27</b> <b>Invoice/Document Type.: Invoice</b> <b>Invoice/Document No.:- 8202320244776</b>	Customer ID : CDSLIS12550 Issuer ID : 12550 SAG INFOTECH PRIVATE LIMITED  B-9, 2nd & 3rd Floor Behind Wtp South Block Mahalaxmi Nagar, Malviya Nagar Jaipur-302017, Rajasthan India State:- Rajasthan, State Code: - 08 GSTN / Unique ID: 08AAOCS2362J1ZY, Place of Supply: Rajasthan PAN: AAOCS2362J
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**IRN:- 4e6239246e82040e31c376727bf5d7c380f7ff6a3590fed9db697444fdf3354**

**Kind Attention: The Company Secretary**

Billing Period : From Apr-2023 To Mar-2024	Bill Due Date: 15-05-2023	Bill Date: 12-04-2023
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Particulars	Amount(Rs.)
<b>Issuer Fees [For Financial Year - 2023-24]</b>	<b>5,000.00</b>
<b>IGST (@18%)</b>	<b>900.00</b>
<b>Bill Amount ~</b>	<b>5,900.00</b>
<b>Total Amount Payable</b> <b>(Rupees Five Thousand Nine Hundred Only)</b>	<b>5,900.00</b>

~ Interest @ 12% p.a. alongwith taxes as applicable will be charged if paid beyond due date

# For mode of payment - See instructions attached

E. & O.E. Type of Services: Other Services Auxiliary to Financial Services Service Code- 997159

for Central Depository Services (India) Limited



Authorised Signatory



Kindly note that if payment is not received on or before 15-05-2023 CDSL may withdraw all the services including generation of BenPos and may not permit the issuers to use the infrastructure to issue further securities in electronic form. (Please refer RTA communique no 1024 dated 01-Dec-2014 for the remedial actions by CDSL in case of failure on the part of Issuer or RTA to make payment). You are, therefore, advised to settle the dues on or before 15-05-2023.

Please refer SEBI Circular <https://www.cdslindia.com/downloads/SEBI-Circular-09-12-2015.pdf> on "Review of Annual Issuers' Charges" Queries if any, may please be sent to [issuerbilling@cdslindia.com](mailto:issuerbilling@cdslindia.com)

**Regd. Office: Marathon Futurex, A-Wing, 25th floor, NM Joshi Marg, Lower Parel(East), Mumbai - 400013**  
**Phone: 91 - 22-2302-3333 Fax: 91 - 22 - 2300 2035/2036. CIN : L67120MH1997PLC112443**  
**Website : [www.cdslindia.com](http://www.cdslindia.com)**

## PAYMENT INSTRUCTIONS

1. Issuer must ensure payment of GST @18% on the Annual Issuer fee and interest amount
2. The bill shall be paid in any of the following ways,

a. **Through RTGS/NEFT/IMPS in CDSL ICICI Bank account**

i. **For RTGS/NEFT/IMPS following are the bank details:**

<b>Name</b>	Central Depository Services (India) Limited
<b>Current Account Number / Code*</b>	CDSLIS12550
<b>Bank Name</b>	ICICI Bank
<b>Branch</b>	Nariman Point , Mumbai
<b>IFSC &amp; RTGS / NEFT Code</b>	ICIC0000104

**\*In current account no. first six characters are alphabets and subsequent Issuer ID is numeric**

- ii. If you are processing payment from your ICICI Bank account, you need to add **CDSLIS12550** under **Add Beneficiary other bank TAB** and process the payment through NEFT/RTGS with the IFSC code ICIC0000104.
  - iii. **In case of Current Account Number/Code mismatch, the amount remitted to CDSL will be auto reversed on next bank working day:**
  - iv. Issuers are requested to inform CDSL by e-mail at [issuerbilling@cdslindia.com](mailto:issuerbilling@cdslindia.com) regarding the amount transferred by them through RTGS / NEFT / IMPS, along with UTR Number and TDS details along with TAN details once the transaction is executed by issuer's bank, otherwise CDSL will not be able to credit the issuer's account.
- b. **For Online Payment through CDSL Payment gateway system:**
- a. For online payment (internet banking, debit or credit card), access our online payment portal <https://bills.cdsl.co.in>
  - b. In case of issuers making online payment, issuers are requested to inform CDSL by email at [issuerbilling@cdslindia.com](mailto:issuerbilling@cdslindia.com) regarding the amount paid by them along with transaction number and TDS details along with TAN details. Demand draft (payable at Mumbai) / Pay Order or cheque payable at par at Mumbai drawn in favour of 'Central Depository Services (India) Limited' and sent on following address ie. Central Depository Services (India) Limited, Marathon Futurex, A Wing, 25th Floor, Mafatlal Mills Compound, N.M Joshi Marg, Lower Parel (E), Mumbai -400013.
3. Issuers must ensure that the Name of the company and Bill No. is written behind every Demand Draft / Pay Order / Cheque remitted by them.
  4. The payment should be addressed to the Issuer Billing Department, Central Depository Services (India) Limited, Marathon Futurex,A-Wing, 25th floor, NM Joshi Marg, Lower Parel, Mumbai - 400013.
  5. **Please note that the clients will not be able to deposit Demand Draft / Pay Order / Cheques directly in CDSL ICICI Bank account.**
  6. Queries, if any, should be referred to on Tel. No. 022 - 2305 8697 / 8674 / 8712 / 8784
  7. This is subject to the Bye-Laws and Operating Instructions of Central Depository Services (India) Limited, and subject to the jurisdiction of the appropriate Courts in Mumbai only.



# Central Depository Services (India) Limited

CDSL/IB/ADD/2023-2024/12550

12-04-2023

The Company Secretary,  
SAG INFOTECH PRIVATE LIMITED  
B-9, 2nd & 3rd Floor  
Behind Wtp South Block  
Mahalaxmi Nagar, Malviya Nagar  
Jaipur-302017  
Rajasthan India

Dear Sir / Madam,

Sub: Confirmation of Address and other details

Please find details of your company as per our records. You are requested to verify the same and inform us if there is any difference in any of the below mentioned records viz., (A), (B) or (C), citing reference to this letter, to enable us to update the correct details in our records.

- (A) Registered Office Address : As mentioned above  
Tel.No. : 0141-4072000/9314050509  
Email : INFO@SAGINFOTECH.COM;AMIT.SAGINFO@GMAIL.COM
- (B) Correspondence Office Address :  
B-9, 2nd & 3rd Floor  
Behind Wtp South Block  
Mahalaxmi Nagar, Malviya Nagar  
Jaipur-302017  
Rajasthan India  
Tel.No. : 0141-4072000/9314050509
- (C) Contact Person Name/Designation :  
AMIT GUPTA  
MANAGING DIRECTOR

In case there is change in (A) (B) or (C), kindly send us a request letter on the company's letterhead duly signed by the Company Secretary or Authorised Signatory for updating the information at our end. As regards change in (A) i.e change in Registered Office Address, kindly send us a certified true copy of Form 18 filed with the Registrar of Companies (ROC). Should you require any further information or clarifications, please feel free to contact on 022-23058674/8697/8712/8784) or e-mail us on issuerbilling@cdslindia.com.

CDSL is pleased to inform about the new facility wherein issuers can request for the change in issuer details through CDSL's website at <http://www.cdslindia.com/issuer/issmodification.html>. For more details please refer our communique number CDSL/OPS/RTA/GENRL/826 dated March 28,2013 on our web site.

Thanking You,

Yours faithfully,

for **Central Depository Services (India) Limited**

**Ashish Bhatt**  
Authorised Signatory

## Important Updates

### **1. Listed Issuers- Annual Issuer Charges**

SEBI vide its circular CIR/MRD/DP/18/2015 dated December 09, 2015, has decided the per folio charges Rs. 11.00 (eleven), subject to a minimum as mentioned below:

<b>Nominal Value of admitted securities (Rs.)</b>	<b>Annual Custody Fee payable by an Issuer to each depository (Rs.)</b>
Upto 2.5 crore ( <b>Only for Unlisted Issuers</b> )	5,000
Upto 5 crore	9,000
Above 5 crore and upto 10 crore	22,500
Above 10 crore and upto 20 crore	45,000
Above 20 crore	75,000

The methodology for calculating the number of folios will remain the same as specified in the circular dated April 24, 2011. It is however clarified that temporary ISIN shall not be considered for the purpose of computing the annual issuer charges.

### **2. CDSL's eVoting facility**

CDSL's e-Voting System enables investors to cast their votes pertaining to company resolutions through the internet till the closure of an e-Voting event. At present, over 6,000 companies have signed the agreement with CDSL for availing of its e-Voting facility of which over 5,000 companies have used CDSL's e-Voting platform to conduct electronic voting for AGMs and postal ballot resolutions on over 30,000 occasions. Some important features of the system are:

- CDSL e-Voting system is certified by STQC and conforms to the Quality Management System Standard ISO 9001:2015 for provision of and support for e-Voting services to shareholders.
- The generation and activation of EVSN is totally automated and the company/RTA can modify the EVSN details upto activation time.
- A Self-generated password option enables shareholders to create their e-Voting login password based on certain validations. This can be used by the shareholders for all future e-Voting instances in CDSL. Thus, enabling issuers to save the cost of printing and dispatch of pin mailers.
- CDSL e-Voting system provides a scrutinizer a complete ready-to-use report for onward submission.
- CDSL has an option of Venue Voting which can be used by companies to allow their shareholders to exercise their option of e-Voting not only before the General Meeting but also at the Venue.
- Shareholders can also cast their vote using CDSL's mobile app m-Voting available for android

## Important Updates

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based mobiles. The m-Voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.

CDSL also provides live webcast facility which would enable shareholders gain access to the live proceedings at the AGM of companies through their secure e-voting login credentials. This facility will facilitate wider participation of shareholders from different locations who are unable to travel to the AGM venue. Shareholders will be able to get knowledge about the company's performance and also post questions to the management.

### **3. Document Manager facility**

This is a web-based application provided by CDSL to Issuers. This system allows Issuers and RTAs to scan and upload documents which are required to be submitted to CDSL for processing corporate actions /IPO/FPO/NFO etc. i.e. Corporate Action Forms, and other required documents to process the Corporate Action. There is no requirement to submit the hard copies of the documents, if the same have been uploaded by the users through the Document Manager. This system helps to minimize the time taken to process the corporate action and also helps in saving cost i.e. the courier charges/postal charges. The charges towards processing the corporate action/IPO/NFO/FPO etc can be paid via RTGS/NEFT, thereby eliminating the need for sending cheque / demand draft to CDSL through courier.

To avail of this facility kindly provide us the following information duly signed by the Company Secretary/MD or Compliance officer of the company on the letterhead of the company:

Issuer Name & Registered Address

Official's Name (who will be uploading documents to CDSL)

Official's Contact Details (including Mobile Number).

Email Id:

We shall, on receipt of the aforesaid information intimate to you the Login ID & Password and the procedure for uploading documents through the document manager.

Kindly note that the documents uploaded through the "Document Manager" should be on the letter head of the company and should be certified by the company secretary or MD.

Intimation regarding payments remitted through NEFT / RTGS should be sent through email giving the below mentioned details:

Type of Corporate Action:

Total CA/IPO charges Payable:

Less: TDS Amount(if any):

Net Amount Remitted:

UTR No.:

Date of remittance:

### **4. SEBI General Order No. 1 of 2015:**

For effective enforcement of listing conditions and improving compliance environment among the listed companies, SEBI has issued Order dated July 20, 2015 whereby restrictions have been imposed on suspended companies, its holding and/or subsidiary, its promoters and directors with respect to soliciting money from public. Further such suspended companies are not allowed to effect transfer by way of sale, pledge etc. of shares of a suspended company held by promoters/promoter group and directors till three months after the date of revocation of suspension/ delisting whichever is earlier. For further details you may refer the copy of the order available on our website at the following link: <https://www.cdslindia.com/downloads/sebircirculars/SEBI-general%20order.pdf>

## **5. Monitoring of Foreign Investment limits in listed Indian companies**

SEBI vide circular no. IMD/FPIC/CIR/P/2018/61 dated April 5, 2018 has directed that monitoring of foreign investment limits in listed companies shall be done by depositories (copy available at [https://www.sebi.gov.in/legal/circulars/apr-2018/monitoring-of-foreign-investment-limits-in-listed-indian-companies\\_38575.html](https://www.sebi.gov.in/legal/circulars/apr-2018/monitoring-of-foreign-investment-limits-in-listed-indian-companies_38575.html)).

As stated in the said circular, the aggregate limits for investments by Foreign Portfolio Investors (FPIs), Non Resident Indians (NRIs) and the sectoral cap of a listed company will be monitored by depositories (CDSL and NSDL). The company has to appoint any one depository as the designated depository. The designated depository will obtain information required for such monitoring from the other depository (for securities held in electronic form) and the company (for securities held in physical form).

CDSL is pleased to offer its services to you to act as the designated depository for monitoring of foreign investments in your company. For monitoring of foreign investment limits, CDSL will provide web based systems to ensure ease of operations.

- a. You will be given access to the said web based systems so that the information as specified by SEBI in the aforementioned circular can easily be submitted to CDSL.
- b. Similarly, CDSL will collect required information from Exchanges, Custodians (reporting trades executed by FPIs) and Authorized Dealer (AD) Banks (reporting trades executed by NRIs) and the other depository for the purpose of monitoring of these limits.
- c. The system will collate the information so collected to generate the red flag alert whenever the foreign investment headroom comes down to less than 3% of the aggregate FPI / NRI limits or the sectoral cap.
- d. CDSL will also disseminate available investment headroom on daily basis as long as the red flag is activated.
- e. In case of a breach scenario, CDSL will identify FPIs / NRIs for disinvestment of excess holding (as mentioned in the aforesaid SEBI circular) and will inform the custodians / AD Banks for disinvestment.

You may send your confirmation for choosing CDSL as the designated depository to email id [fim@cdslindia.com](mailto:fim@cdslindia.com) to enable us to provide you the login credentials so that the data as prescribed by SEBI can be provided to us. Kindly provide your confirmation on company letterhead mentioning name of concerned official, email ID, telephone number and mobile number. For charges, kindly refer <https://www.cdslindia.com/issuer/charges.html>

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## **6. Transfer of Shares to IEPF Authority Demat Account maintained with CDSL.**

Section 124 (6) of the Companies Act, 2013 provides that all shares in respect of which unpaid/unclaimed dividend has been transferred to the IEPF Authority due to it remaining unpaid/unclaimed for a period of seven years from the date of transfer to Unpaid dividend account of the Company, shall be transferred to the account of the IEPF Authority.

In respect of the shares being transferred to the IEPF demat account maintained with CDSL, two additional reports have been provided to the Issuers/ RTAs:

1. RTI5 Report (IEPF Benpos Reconciliation Report) - Provides ISIN wise Beneficiary position (Benpos) details of the Demat accounts / Physical Folio numbers for the securities transferred to IEPF account by the respective RTAs. Also this report will contain the Demat account / Physical Folio wise dividend details calculated in CDAS system on the basis of the Corporate Action (CA) Record Date and the dividend amount per security as updated by the RTA. This is a monthly report and will be enabled every month only on receipt of charges from the Issuer.  
Charges :- A flat charge of Rs. 10,000/- per ISIN per report. + applicable taxes.

## Important Updates

2. RTI6- (IEPF Refund MIS Report to RTA) - Provides the details of the refund of shares processed by the IEPF Authority to the Investors under the respective RTAs on a monthly basis. This is a monthly default report generated at End Of Day (EOD) every month end.  
In case of request for Ad-hoc report the charges applicable will be :- An amount of Rs. 2000/- if number of records is less than or equal to 5000 and an amount of Rs. 5000/- if number of records exceed 5000. + applicable taxes.

### **7. Admission of unlisted public companies in CDSL :**

Ministry of Corporate Affairs (MCA) vide its notification dated September 10, 2018 had inter alia directed that every unlisted public company shall facilitate dematerialisation of all its existing securities by making necessary application to depository and shall obtain International Security Identification Number (ISIN) for each type of security.

Further, every holder of securities of an unlisted public company –

- (a) who intends to transfer such securities on or after October 2, 2018, shall get such securities dematerialised before the transfer; or
- (b) subscribes to any securities of an unlisted public company (whether by way of private placement or bonus shares or rights offer) on or after October 2, 2018 shall ensure that all existing securities are held in dematerialised form before such subscription.

Accordingly to facilitate admission of unlisted companies, CDSL has developed its Online Application System wherein Issuers and Registrar and Transfer Agents (RTAs) can log in and facilitate the admission process of unlisted companies. The Online Application System provides a convenient, dependable and secure mode of admission of unlisted companies in CDSL depository system.

The salient features of this facility are as follows:-

1. Submission of all documents electronically, No need to submit physical documents.
2. Online tracking of the status of application by applicant.
3. Correspondence with respect to the application (e.g. pending documents / clarifications) electronically through the conversation facility.
4. Providing payment details and downloading bills.

Through this system, unlisted companies and their RTAs who wish to admit equity shares for dematerialisation in CDSL can electronically provide all the required information to CDSL and also upload digitally signed required documents in the system. On submission of digitally signed documents, the Issuer / RTA need not submit physical documents to CDSL.

The Online Application System can be accessed by selecting the following link:

<https://web.cdslindia.com/unlistedissuer>

Issuers who wish to submit online applications and RTAs who wish to submit online applications on behalf of their unlisted client companies can do so by selecting the relevant login option.

Issuers/ RTAs can provide their requests to CDSL to enable the logins on the email IDs viz; [bhalchandrai@cdslindia.com](mailto:bhalchandrai@cdslindia.com) and [vishals@cdslindia.com](mailto:vishals@cdslindia.com).

### Enhanced Due Diligence for Dematerialization of Physical Securities

SEBI vide Circular no. SEBI/HO/MIRSD/RTAMB/CIR/P/2019/122 dated November 05, 2019 has informed the Issuers and RTAs regarding the Enhanced Due Diligence to be followed for Dematerialization of Physical Securities.

## Important Updates

All Listed companies or their RTAs shall provide data of their members holding shares in physical mode, viz the name of shareholders, folio numbers, certificate numbers, distinctive numbers and PAN etc. (hereinafter, static database) as on March 31, 2019, to the Depositories, latest by December 31, 2019. The common

Depositories will capture the relevant details from the static database and put in place systems to validate any dematerialization request received after December 31, 2019. Accordingly, the depository system will retrieve the shareholder name(s) recorded against the folio number and certificate number in Static Data for each DRN request received after this date and validate the same against the demat account holder(s) name as available in the records of the Depositories.

In case of mismatch of name on the share certificate(s) vis-à-vis name of the beneficial owner of demat account, the depository system will generate flag / alert. In instances, where such flags / alerts have been generated, the following additional documents explaining the difference in name, as prescribed in the SEBI circular of November 06, 2018, shall be sought, namely.

- i. Copy of Passport
- ii. Copy of legally recognized marriage certificate
- iii. Copy of gazette notification regarding change in name
- iv. Copy of Aadhar Card

In the case of complete mismatch of name on the share certificate(s) vis-à-vis name of the beneficial owner of demat account, the applicant will approach the Issuer company / RTA for establishing his title / ownership.