BERVIN INVESTMENT AND LEASING LIMITED
CIN: L65993DL1990PLC039397
Regd. Office: 607, Rohit House, 3, Tolstoy Marg, New Delhi – 110 001
Website: www.bervin.com |Email Id: secretary@bervin.com | Phone No. +91-11-43528248

September 03, 2026

BSE Limited
Corporate Relationship Department,
Phiroze Jeejeebhoy Towers,
Dalal Street, Fort Mumbai- 400001
BSE Security Code – 531340

Dear Sir / Madam,

Subject: Intimation to the holders of physical shares

Pursuant to Regulation 30 of the Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015, as amended from time to time, read with the applicable SEBI Circulars, please find enclosed herewith a copy of the letter sent to the shareholders holding shares in physical form urging them to furnish their PAN and KYC details; convert their physical holdings to demat mode and intimation regarding special window for re-lodgment of transfer and dematerialisation requests of physical securities.

This is for your information and records.

Thanking You,

Yours faithfully,
For Bervin Investment and Leasing Limited

Kalpana Umakanth
Digitally signed by Kalpana Umakanth
Date: 2026.09.03 17:30:15 +05'30'

Kalpana Umakanth
Company Secretary
Membership No.: 6984

Encl: As Above

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Date: September 03, 2026

Dear Shareholder,

Subject: Mandatory furnishing of PAN and KYC details by holders of Physical Securities; Issuance of securities in dematerialized form in case of Investor Service Requests and Intimation regarding special window for re-lodgment of Transfer and Dematerialisation of Physical Securities

1. Reminder to update PAN and KYC details

The Securities and Exchange Board of India (SEBI) vide its circular dated November 03, 2021 and various subsequent circulars issued from time to time, has made it mandatory for the holders of physical securities to furnish PAN, Contact details (Postal Address with PIN; Mobile Number and Email Address), Bank Account details and specimen signature for their corresponding folio numbers. Choice of Nomination is optional, and security holders are requested to avail the nomination facility in their own interest.

In this connection, please note that the security holders who have not updated PAN, Contact Details, Bank Account Details and Specimen Signature shall not be eligible to lodge grievance or avail any service request from the Company's RTA/Company. The security holders shall be:

a. eligible to lodge grievance or avail any service request from the Company's RTA/Company only after furnishing PAN and KYC details.

b. with effect from April 01, 2024, eligible for any payment including dividend, etc., only through electronic mode upon furnishing all the aforesaid details in entirety.

Accordingly, the security holders are requested to register/update their PAN and KYC details by submitting the Investor Service Request (ISR) Forms, viz. ISR-1, ISR-2, ISR-3, SH-13, SH-14, as applicable along with the supporting documents.

ISR Forms can be accessed from website of the Company at www.bervin.com or can be obtained by writing to the Company at investor@bervin.com or to the RTA at investor.services@rcmcdelhi.com.

The Security Holders may opt in any **ONE** of the following modes for submission of documents/details:

a. **In Person Verification (IPV):** By furnishing the original documents to the authorized person of the RTA who will retain copy(ies) of the documents. Please note that the registered shareholder has to visit the office of the Company's RTA for IPV and not his/her representative.

b. **Post/ Courier:** Hard Copies of the self-attested and dated documents may be furnished through post/ courier to the Company's RTA.

c. **Electronic mode with e-sign:** By sending electronically/digitally signed documents from their registered E-mail Id to Company's RTA at investor.services@rcmcdelhi.com.

You are requested to take note of the above and furnish the aforesaid documents at the earliest.

2. **Transfer or transmission or transposition of securities**

Regulation 40 of the Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015 (hereinafter to be referred as "the Listing Regulations"), as amended from time to time, mandates that the requests for effecting transfer of securities of a listed entity shall not be processed unless the securities are held in dematerialized form with a depository. Similarly, the transmission or transposition of securities held in physical or dematerialized form shall be affected only in dematerialized form. Further, SEBI vide its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022, has clarified that listed companies shall issue securities only in demat mode while processing any investor service requests such as issue of duplicate securities certificate; renewal / exchange of securities certificate; endorsement; sub-division / splitting of securities certificate; consolidation of securities certificates/folios; transmission; transposition, etc. In view of the said circular and also to eliminate all risks associated with physical shares, as well as for ease of portfolio management, Members holding shares in physical form are requested to consider converting their holdings to demat mode.

3. **Special Window for re-lodgement of Transfer and Dematerialisation of Physical Shares**

This is to bring to your kind notice that transfer of securities in physical mode was discontinued by SEBI with effect from April 01, 2019. In this regard, pursuant to SEBI Circular No. SEBI/HO/MIRSD/MIRSDPoD/P/CIR/2025/97 dated July 02, 2025, a special window was opened from July 07, 2025 to January 06, 2026 for re-lodgement of transfer deeds that were lodged prior to April 01, 2019 and rejected, returned or not attended to due to deficiencies in documentation or process.

Further, pursuant to SEBI Circular No. HO/38/13/11(2)2026-MIRSD-POD/I/3750/2026 dated January 30, 2026, another Special window has now been opened for a period of one year from February 05, 2026 till February 04, 2027 ("said period") for the shareholders for re-lodgement of transfer deeds, which were lodged prior to the deadline of April 01, 2019 and rejected/returned/not attended to due to deficiency in the documents/process/or otherwise. However, cases involving disputes between the transferor and transferee, as well as shares that have been transferred to the Investor Education and Protection Fund (IEPF), shall not be processed during this window.

The eligible shareholders may submit their request with the Company's RTA. During the said period, the shares that are re-lodged for transfer shall be issued only in dematerialized (demat) mode and shall be subject to a lock-in period of one year from the date of registration of transfer. Due process shall be followed for such transfer-cum-demat requests.

The details of Company's RTA are as under:

RCMC Share Registry Private Limited
(Unit: Bervin Investment and Leasing Limited)
B-25/1, Okhla Phase – II,
New Delhi – 110 020
Phone +91 11-35020465/66
E-mail: investor.services@rcmcdelhi.com

Thanking you

Yours faithfully,
For Bervin Investment and Leasing Limited

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Date: 2026.09.03 17:30:50 +05'30'

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