

Dear Shareholders,

Due to the current lockdown situation and the continued uncertainty due to the Covid-19 global pandemic, various services of dispatch including by courier and/ or through postal services have got severely affected. During this period of lockdown and till such time the situation normalises, our ability to communicate with you will remain impacted. Recognizing the situation, the Ministry of Corporate Affairs has recently issued notifications that permit most of the communications to shareholders through their registered email addresses.

We urge all shareholders who have not registered their email addresses with the Company/ Depositories to do so forthwith in order to receive all communications promptly without any disruption. Updating of correct email address in the records will help us to communicate with you effectively, especially during these challenging times.

For this purpose, we request shareholders who have not updated their email addresses and Permanent Account Numbers to kindly update the same on the **link mentioned at page number 2** by quoting your Folio No./ DP/ Client ID, Certificate No., PAN, Mobile No., Email-Id along with a self-attested copy of your PAN Card/ Aadhar/ Valid Passport/ Share Certificate etc.:

Also link available on their web site www.linkintime.co.in at the Investor Services tab by choosing the E mail Registration and further heading and following the registration process as guided therein. The shareholders holding shares in electronic mode are also requested to register/ update their email addresses and Permanent Account Numbers with the Depository Participant where their respective demat accounts are maintained.

I. For Temporary Registration for Demat shareholders:

The Members of the Company holding Equity Shares of the Company in Demat Form and who have not registered their e-mail addresses may temporarily get their e-mail addresses registered with Link Intime India Pvt Ltd by **link mentioned at page number 2**

Also link available on their web site www.linkintime.co.in at the Investor Services tab by choosing the E mail Registration and further heading and following the registration process as guided therein. The members are requested to provide details such as Name, DPID, Client ID/ PAN, mobile number and e-mail id. In case of any query, a member may send an e-mail to RTA at rnt.helpdesk@linkintime.co.in

Note: On submission of the shareholders details, an OTP will be received by the shareholder who needs to be entered in the link for verification.

II. For Permanent Registration for Demat shareholders:

It is clarified that for permanent registration of e-mail address, the Members are requested to register their e-mail address, in respect of demat holdings with the respective Depository Participant (DP) by following the procedure prescribed by the Depository Participant.

III. Registration of email id for shareholders holding physical shares:

The Members of the Company holding Equity Shares of the Company in physical Form and who have not registered their e-mail addresses may get their e-mail addresses registered with Link Intime India Pvt Ltd, by clicking the link:

https://linkintime.co.in/EmailReg/email_register.html

Also link available on their web site www.linkintime.co.in at the Investor Services tab by choosing the E mail / Bank Registration and further heading and following the registration process as guided therein. The members are requested to provide details such as Name, Folio Number, Certificate number, PAN , mobile number and e mail id and also upload the image of share certificate in PDF or JPEG format (upto 1 MB). In case of any query, a member may send an e-mail to RTA at rnt.helpdesk@linkintime.co.in

Note: On submission of the shareholders details, an OTP will be received by the shareholder

which needs to be entered in the link for verification.

We request your cooperation in this regard.

For Norfolk Technology Services Limited



Baljit Singh-Chairman

Encl: 2 pager sample of Link Intime India Pvt Ltd concern web page marked as Annexure-1 for reference only

Email / Bank detail

Please select company *

Norfolk Technology Services Limited

Folio No. DP/Client ID *

125

Certificate No. *

451

Enter Shareholder Name

Shareholder Name *

PAN *

ENTER PAN

Mobile No. *

91 9538957856

Email-Id *

abc@vse.com

Update Bank Details

Bank Account No. *

Enter Bank Account No.

Bank Name *

Enter Bank Name

Document - PAN(Only PDF/JPG/JPEG/PNG/GIF. Max file size 1 MB) *

No file chosen

Document - Aadhar / Valid Passport / Share Certificate(Only PDF/JPG/JPEG/PNG/GIF. Max file size 1 MB) *

No file chosen

Supporting Document(Only PDF/JPG/JPEG/PNG/GIF. Max file size 1 MB) *

No file chosen

I hereby confirm that the information/details entered in the system are true and correct and I shall be solely responsible for any inaccuracy/misstatement/misinformation provided.
By clicking on "Submit" you have permitted and authorised Link Intime India Private Ltd.,("Link Intime"), Registrars & Share Transfer Agents ("RTA"), who have been appointed as RTA by various companies, to receive, use and store your sensitive personal information and the documents submitted or any other data such as inter alia, your name, email address, gender, age, PIN code, bank account details etc, verify & update information/data provided by you in regard to your shareholding in the respective company for updation in Folio/DP-ID/Client ID. In the event, the information provided by you is untrue, inaccurate, not current or incomplete or Link Intime has reasonable grounds to believe that the Registration Data or any part thereof is untrue, inaccurate, not current or incomplete, then the information/data provided shall not be updated by Link Intime/Issuer Company against the Folio/DP-ID/Client ID and neither Link Intime nor the Issuer Company shall be responsible for non-updation of the same.