

Mandatory Furnishing of PAN and KYC Details by Shareholders holding shares of the Company in physical form

The Securities and Exchange Board of India has made it **mandatory** for shareholders holding shares of the Company in physical form to furnish the following to the Company:

(1) Permanent Account Number (PAN)

The PAN furnished by the shareholders must be linked to their Aadhaar number. PAN which is not linked to Aadhaar number will not be considered as KYC compliant.

(2) Contact details, including **Postal address with PIN** and **Mobile number**; Shareholders are also advised to register their **E-mail ID** with the Company to avail the online services.

(3) Bank Account details, including **bank and branch name, bank account number** and **IFS Code**

Shareholders who have not yet furnished their **PAN, contact details** or **bank account details** to the Company are advised to do so immediately by filling up and submitting the prescribes Form ISR - 1 to the Investor Service Centre of the Company (ISC).

(4) Specimen Signature

Shareholders can register / update their specimen signature through Form ISR- 1. For this purpose, the Shareholders can -

Either furnish to the ISC (a) self-attested original cancelled cheque bearing the name of the shareholder or self-attested copy of Bank Passbook / Statement, and (b) their specimen signature, duly attested by their banker in the prescribed Form ISR - 2, pertaining to the same bank account as mentioned under (a) above;

OR visit ISC in person and sign before the authorised officials alongwith original PAN Card and any one of the following original documents for verification - (a) Aadhaar, (b) Passport, (c) Driving License in Smart Card form / Book form / copy of digital form, (d) Identity Card / document with the Shareholder's photo issued by Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by their employer with date and organisation stamp. The Shareholders shall be required to submit to the ISC self-attested copies of the said documents.

The ISC shall be able to process any service request from the Shareholders holding shares in the physical form (for example, issue of duplicate share certificates, sub-division, consolidation, renewal of share certificates, change of address etc.) only after they provide all the aforesaid information i.e. PAN, contact details, bank account details and specimen signature.

In this context, it may further be noted that:

(a) In the event of non-updation of PAN or Contact Details or Mobile Number or Bank Account Details or Specimen Signature in respect of physical folios, dividend / interest etc. shall be paid only through electronic mode with effect from 1st April, 2024 upon furnishing all the aforesaid details in entirety.

(b) Upon updation of PAN, Contact Details, Mobile Number, Bank Account Details and Specimen Signature by the Shareholder after 1st April, 2024, the dividends / interest etc. declared during that period (i.e. from 1st April, 2024 till the date of updation) will be sent to such Shareholder only after the said updation.

Choice of Nomination

Shareholders should also furnish to ISC their nomination details in the prescribed Nomination Form. In the event the Shareholders do wish to nominate their shares for any reason, they should submit to ISC 'Declaration to Opt-out' in the prescribed Form ISR-3

FAQs FOR INVESTOR SERVICE REQUESTS published by SEBI can be accessed at https://www.sebi.gov.in/sebi_data/faqfiles/sep-2024/1727418250017.pdf

Annexure:

Form ISR-1

Form ISR-2

Form ISR-3

Form SH-13 – Nomination form

| | | |
|---|--|--|
| | (Optional) | Depository Participant. |
| 3 | Proof of Address of the first holder | <p>Any one of the documents, only if there is change in the address;</p> <p><input type="checkbox"/> Unique Identification Number (UID) (Aadhaar)</p> <p><input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License</p> <p><input type="checkbox"/> Flat Maintenance bill accompanied with additional self-attested copy of Identity Proof of the holder/claimant.</p> <p><input type="checkbox"/> Utility bills like Telephone Bill (only land line)/ Electricity bill / Gas bill - Not more than 3 months old.</p> <p><input type="checkbox"/> Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by the employer with date and organisation stamp</p> <p><input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.</p> <p><input type="checkbox"/> Proof of address in the name of the spouse accompanied with self-attested copy of Identity Proof of the spouse.</p> <p><input type="checkbox"/> Client Master List (CML) of the Demat Account of the holder / claimant, provided by the Depository Participant.</p> |
| 4 | Bank details (to be updated for first holder in case of joint holding) | <p>Account Number: _____ #</p> <p>Bank Name: _____</p> <p>Branch Name: _____</p> <p>IFS Code: _____</p> <p style="text-align: center;">Provide the following:</p> <p><input type="checkbox"/> Self-attested original cancelled cheque bearing the name of the security holder; OR</p> |

| | | | |
|---|--|----------------|--|
| | | | <input type="checkbox"/> Bank passbook/statement attested by the Bank; |
| 5 | | E-mail address | _____# |
| 6 | | Mobile | _____# |

* or any date as may be specified by the CBDT (DP: Depository Participant)
In case it is not provided, the details available in the CML will be updated in the folio

Authorization: I/ We authorise you (RTA) to update the above PAN and KYC details in following additional folio(s) held in my / our name (use *Separate Annexure* if extra space is required):

| S. No. | Name of the Issuer Company | Folio No. | Quantity of securities | Face value of securities | Distinctive number of securities (Optional) |
|--------|----------------------------|-----------|------------------------|--------------------------|---|
| | | | | | |
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in which I / We are the holder(s) (strike off what is not applicable).

Declaration: All the above facts stated are true and correct.

| | Holder 1 | Holder 2 | Holder 3 |
|--------------|---|---|---|
| Signature | ✓ | | |
| Name | ✓ | | |
| Full address | ✓ | | |
| PIN | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Mode of submission of documents to the RTA

Please use any one of the following mode:

- 1. Through 'In Person Verification' (IPV):** The authorized person of the RTA shall verify the original documents furnished by the investor and retain copy (ies) with IPV stamping with date and initials.
- 2. Through Post:** Hard copies of the documents which are self-attested.

3. Through electronic mode with e-sign: The holder(s)/ claimant(s) may furnish the documents to RTAs electronically including by way of email or through service portal of the RTA provided the documents furnished shall have e-sign* of the holder(s)/ claimant(s).

*E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-Sign user. The holder/claimant may approach any of the empanelled e-Sign Service Providers, details of which are available on the website of [Controller of Certifying Authorities \(CCA\), Ministry of Communications and Information Technology \(https://cca.gov.in/\)](https://cca.gov.in/) for the purpose of obtaining an e-sign.

Note

| | |
|---|---|
| <ul style="list-style-type: none"> • Holders of physical securities in listed company are mandatorily required to furnish PAN, KYC details (Contact details, Bank Account Details, Signature) and Nomination (for all the eligible folios) to enable RTA to process any service request or complaints received from the security holder(s)/ Claimants. | |
| <ul style="list-style-type: none"> • Upon receipt or up-dation of bank details, the RTA shall, <i>suo-moto</i>, generate request to the company’s bankers to pay electronically all the moneys of / payments to the holder that were previous unclaimed / unsuccessful. | |
| <ul style="list-style-type: none"> • RTA shall update the folio with PAN, KYC details and Nominee, within timelines as mentioned in the circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/670 dated November 26, 2021. However, cancellation of nomination, shall take effect from the date on which this intimation is received by the company / RTA. | |
| <ul style="list-style-type: none"> • RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination. | |
| <ul style="list-style-type: none"> • Specimen Signature | <p>Option A</p> <ul style="list-style-type: none"> i. Security holder shall provide the following documents: <ul style="list-style-type: none"> (a) Original cancelled cheque with name of the security holder printed on it; or (b) Self-attested copy of Bank Passbook/ Bank Statement; <p style="text-align: center;">and</p> ii. Banker’s attestation of the signature of the same bank account as mentioned in (i) above as per Form ISR - 2. <p style="text-align: center;">OR</p> <p>Option B</p> <ul style="list-style-type: none"> • The investor may get his or her signature changed or updated by visiting the Office of the RTA in person. In such a case, the investor shall sign before the authorized personnel of the RTA, along with PAN card and any one additional document mentioned at Serial Nos. 1-4 of Annexure – E of SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, in original for verification by the RTA, and submit self-attested copies of the same. |

| | |
|--|---|
| <ul style="list-style-type: none"> Nomination** | <ul style="list-style-type: none"> Providing Nomination: Please submit the duly filled up Nomination Form (SH-13) or 'Declaration to Opt out of Nomination' as per Form ISR-3, in SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 Variation in Existing Nomination: Please use Form SH-14 Cancellation of Existing Nomination and opting out: use Form SH-14 & Form ISR – 3 |
|--|---|

** Nomination (**Form SH-13 or SH-14**) / 'Declaration to Opt-Out of nomination' (**Form ISR – 3**), has to be furnished by the holder(s) separately for each listed company.

(Page 6 & 7 is for information to investors; print out of the same is not required)

Objection Memo that can be raised by the RTA

(only if the relevant document / details is / are not available in the folio or if there is a mismatch / discrepancy in the same or change thereof)

Note

RTAs shall raise all objections, if any / at all, in one instance only; the RTA shall not raise further objections on the same issue again and again, after the holder / claimant furnishes all the prescribed documents and details, unless there is any deficiency / discrepancy in the same.

| No. | Item | Documents / Details to be provided to the RTA by the holder(s) / claimant(s) |
|-----|--|--|
| 1 | PAN – Exceptions and Clarification | 'Exemptions/clarifications to PAN', as provided in clause D to 'Instructions/Check List for Filing KYC Forms' in Annexure – 1 to SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011 on Uniform Know Your Client (KYC) Requirements for the Securities Market, shall also applicable for holder(s) / claimant(s) of securities held in physical mode. |
| 2 | Minor mismatch in Signature - minor | The RTA shall intimate the holder at the existing address, seeking objection, if any, within 15 days |
| 3 | Major mismatch in Signature or its non-availability with the RTA | <p style="text-align: center;">Option A</p> <p>i. Security holder shall provide the following documents:</p> <p>(a) Original cancelled cheque with name of the security holder printed on it; or</p> <p>(b) Self-attested copy of Bank Passbook/Bank Statement;</p> <p style="text-align: center;">and</p> <p>ii. Banker's attestation of the signature of the same bank account as mentioned in (i) above as per Form ISR - 2</p> <p style="text-align: center;">OR</p> <p>Option B</p> <p>The investor may get his or her signature changed or updated by visiting the Office of the RTA in person. In such a case, the investor shall sign before the authorized personnel of the RTA, along with PAN card and any one additional document mentioned at Serial Nos.1-4 of Annexure – E of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, in original for verification by the RTA, and submit self-attested copies of the same.</p> |
| 4 | Mismatch in Name | Furnish any one of the following documents, explaining the difference in names; |

| | | |
|---|---|--|
| | | <ul style="list-style-type: none"> • Unique Identification Number (UID) (Aadhaar) • Valid Passport • Driving license in Smart Card form, Book form or copy of digital form • Identity card / document with applicant's Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions. • PAN card with photograph • Marriage certificate • Divorce decree |
| 5 | Present address of the holder is not matching with the address available in the folio | <p>In case the signature of the holder matches with the record available with the RTA, the request for change in address may be processed within the prescribed timelines.</p> <p>In case there is a difference in signature, the RTA shall follow the procedure as prescribed for mismatch in signature as laid down at Para – 1 of Annexure C of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023</p> |

(Page 6 & 7 is for information to investors; print out of the same is not required)

Form ISR – 2

(see SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

Confirmation of Signature of securities holder by the Banker

| | | |
|---|---|---|
| 1. Bank Name and Branch | | |
| 2. Bank contact details Postal Address Phone number E-mail address | | |
| 3. Bank Account number | | |
| 4. Account opening date | | |
| 5. Account holder(s) name(s) | 1) 2) 3) | |
| 6. Latest photograph of the account holder(s) | | |
| <div style="display: flex; justify-content: space-around; align-items: center;"><div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">1st Holder</div><div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">2nd Holder</div><div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">3rd Holder</div></div> | | |
| 7. Account holder(s) details as per Bank Records | | |
| a) Address | | |
| b) Phone number | | |
| c) Email address | | |
| d) Signature(s) | | |
| 1) <div style="border: 1px solid black; width: 150px; height: 40px;"></div> | 2) <div style="border: 1px solid black; width: 150px; height: 40px;"></div> | 3) <div style="border: 1px solid black; width: 150px; height: 40px;"></div> |
| Signature verified as recorded with the Bank | | |
| Seal of the Bank | | |
| | (Signature) | |
| Place: | Name of the Bank Manager | |
| | Employee Code | |
| Date: | E-mail address | |

Form ISR - 3
Declaration Form for Opting-out of Nomination
by holders of physical securities in Listed Companies

(see SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

[Under Section 72 r/w Section 24 (1) (a) of Companies Act, 2013 r/w Section 11(1) and 11B of SEBI Act, 1992 and Clause C in Schedule VII and Regulation 101 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

Name of the Company :
Registered Address of the Company:

I / we the holder(s) of the securities particulars of which are given hereunder, **do not wish to nominate** any person(s) in whom shall vest, all the rights in respect of such securities in the event of my /our death.

PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

| Nature of Securities | Folio No. | No. of Securities | Certificate No. | Distinctive No. |
|----------------------|-----------|-------------------|-----------------|-----------------|
| | | | | |
| | | | | |
| | | | | |

I/ we understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my / our death, my / our legal heir(s) / representative(s) are required to furnish the requisite documents / details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

Name(s) and Address of Security holders(s) *
Sole / First Holder Name

Signature(s)

Second Holder Name

Third Holder Name

* Signature of witness, along with name and address are required, if the account holder affixes thumb impression, instead of signature

Form No. SH-13

Nomination Form

[Pursuant to section 72 of the Companies Act, 2013 and rule19(1) of the Companies (Share Capital and Debentures) Rules2014]

To

Name of the company : _____

Address of the company: _____

I/We the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made)

| Nature of securities | Folio No. | No. of securities | CertificateNo. | DistinctiveNo. |
|----------------------|-----------|-------------------|----------------|----------------|
| | | | | |

(2) PARTICULARS OF NOMINEE/S —

| | |
|---|------------------|
| a) Name: | |
| b) Date of Birth: | |
| c) Father's / Mother's / Spouse's Name: | |
| d) Occupation: | e) Nationality : |
| f) Address: | PIN : _____ |
| g) Email id: | |
| h) Relationship with the security holder: | |
| i) Mobile No. of Nominee | |
| j) PAN No.* | |

* Kindly enclose PAN card copy self-attested by Nominee

(3) IN CASE NOMINEE IS A MINOR—

| | |
|--------------------------------|-------------|
| (a) Date of Birth | |
| (b) Date of attaining Majority | |
| (c) Name of Guardian | |
| (d) Address of Guardian | PIN : _____ |

(4) PARTICULARS OF NOMINEE IN CASE MINOR NOMINEE DIES BEFORE ATTAINING AGE OF MAJORITY

| | |
|---|------------------|
| a) Name: | |
| b) Date of Birth: | |
| c) Father's / Mother's / Spouse's Name: | |
| d) Occupation: | e) Nationality : |
| f) Address: | PIN : _____ |
| g) Email id: | |
| h) Relationship with the security holder: | |
| i) Mobile No. of Nominee | |
| j) Relationship with the minor nominee | |

| | |
|-----------------------------|---------------------|
| Name : | |
| Address: | PIN : _____ |
| Name of Security Holder (s) | Signature with date |
| 1. | |
| 2. | |
| 3. | |
| Witness Name : | |
| Witness Address: | PIN : _____ |
| Witness Signature with Date | |

NOTE: 1. Nomination form to be filled in duplicate. 2. Furnishing of SH-13 OR ISR-3 is mandatory