

KYC UPDATION – SEBI CIRCULAR

SEBI vide its circular dated November 03, 2021 ([click here 1](#)) has mandated Updation of PAN, KYC and Nomination details by holders of physical securities. The RTA of the Company has despatched a letter KYC letter ([click here 2](#)) in this regard.

Following are the documents/ details mandatorily required to be furnished by holders of physical securities to our RTA i.e., Link Intime India Private Limited

- PAN
- Nomination
- Contact Details
- Bank Account details
- Specimen Signature

Below are Investor Service Request (ISR) forms and Nomination forms to be furnished for updating details:

Sr No.	Requirement	Actionable points	Forms
1	For Updating 1. PAN 2. Postal Address 3. Bank details 4. E-mail address 5. Signature 6. Mobile number 7. Demat Account details	Furnish Form ISR-1 for updating your details	<u>FORM ISR-1</u> : Request for Registering PAN, KYC Details or Changes / Updation thereof
2	a. In case of major mismatch in the cheque and the signature (available in the folios of RTA) and the present signature b. In case signature is not available with the RTA	Furnish original cancelled cheque and the Banker's attestation of the signature as per Form ISR-2	<u>FORM ISR-2</u> : Confirmation of Signature of securities holder by the Banker
3	'Declaration to Opt-out'	Furnish Form ISR-3 in case investor wants to opt-out	<u>FORM ISR-3</u> : Declaration Form for Opting-out of Nomination by holders

		of Nomination	of physical securities
4	For Furnishing Nomination details	Furnish Form SH-13 for declaration of Nomination	<u>FORM SH-13</u>
5	For changing the Nomination details	Furnish Form SH-14 for modification or change in Nomination	<u>FORM SH-14</u>

Notes:

- Investors are requested to ensure that the applicable details are updated before April 1, 2023, since folios for which the above details are not available thereafter, shall be frozen.
- Investors shall compulsory link their PAN with Aadhaar number before March 31, 2022, thereafter RTA will only accept valid PANs (which is linked to the Aadhaar number). Also, the folios in which PANs is/are not valid as on the notified cut-off date of March 31, 2022, shall be frozen.

SHAREHOLDER INQUIRIES

Shareholders may note that activities concerning share certificates, Exchange of old shares with new share certificates, address changes (for physical shares only), lost certificates and all other investor related matters are attended to and processed at the office of the Company's Registrar and Transfer Agent (RTA) at the address and contact details given below:

Link Intime India Pvt Ltd

C-101, 247 Park, L B S Marg,

Vikhroli (West), Mumbai 400 083.

Tel: 91 22 4918 6000

Fax: 91 22 4918 6060

Email: rnt.helpdesk@linkintime.co.in

Address changes in respect of dematerialised shares should be intimated to your Depository Participant