Securities and Exchange Board of India (SEBI) vide Circular dated March 16, 2023, has made it mandatory for the holders of physical securities to furnish PAN, Nomination, Contact details, Bank A/c details and Specimen signature for their corresponding folio numbers on or before **October 1, 2023** to the RTA (Registrar and Share Transfer Agents) of the Company in respect of all concerned Folios. Folios wherein any of the above document(s)/details are not furnished on or before the said date, shall be frozen by the RTA.

From **October 01, 2023**, any service request of security holder (whose shares have been frozen) shall be entertained by RTA only upon registration of the PAN, Nomination, Contact details, Bank A/c details and Specimen signature. Further, after **December 31, 2025**, the frozen folios shall be referred by the RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002.

In view of above, holders of the physical securities are requested to furnish valid PAN, Nomination, Contact details, Bank A/c details and Specimen signature immediately to the Company/RTA by using the relevant forms as appended below, to ensure that their folios are not frozen.

The holders of physical securities are requested to ensure that **their PAN** is **linked to Aadhaar by June 30**, **2023**, or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of folio.

All holders of physical securities, who have not yet dematerialized their securities, are also advised to get their securities converted into electronic form (DEMAT)

Sl. No	Particulars Form details	Form- Web-link								
	Request for registering PAN, KYC details or changes / updation thereof									
2	Confirmation of signature of shareholder by the Banker (in case of major mismatch in the signature of the shareholder)									
3	Nomination Form									
4	Cancellation or Variation of Nomination									
5	Declaration form for opting out / cancellation of Nomination*	ISR-3								
6	Request for issue of Duplicate Certificate and other Service Requests related to certificates	ISR-4								

^{*} Please use Form SH 14 and Form ISR 3 for cancellation of the existing nomination

Members holding securities in electronic (DEMAT) form are requested to verify and update immediately any change in their address or bank mandates etc. to their respective Depository Participants with whom they are maintaining their demat accounts.

Form ISR - 1

(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)

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

					Date://				
Α.	1/	' We request y	ou to Register	/ Change / Update the following	g (Tick ✓ relevant box)				
	☐ PAN			Bank details	Signature				
		Mobile numbe	ır	E-mail ID	Address				
В.	Se	ecurity Details:	1						
1	Name	e of the Issuer	Company		Folio No.:				
1	Name	e(s) of the Secu	urity holder(s)	1.					
a	is pe	r the Certificat	e(s)	2.					
				3.					
	Numl secur		e value of						
	Distin	nctive number	of securities	From	Го				
(Opti	onal)							
C.		/ We are subm structions):	nitting docume	ents as per Table below (tick 🗸	as relevant, refer to the				
	✓	Document /		Instruction / Re	emark				
		Information							
		/ Details							
1	PAI	N of (all) the (jo	oint) holder(s) I						
		PAN							
		Whether it		,					
		is Valid (linked to							
		Aadhaar): ☐ Yes ☐No	,						
			PAN shall be valid only if it is linked to Aadhaar by March 31, 2023* For Exemptions / Clarifications on PAN, please refer to Objection Memo in Page 6 & 7						
2		Demat Account							
		Number	Also provide Client Master List (CML) of your Demat Account, provided by the						

	(Optional)	Depository Participant.
3	Proof of Address of the first holder	Any one of the documents, only if there is change in the address; Unique Identification Number (UID) (Aadhaar) Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License Flat Maintenance bill accompanied with additional self-attested copy of Identity Proof of the holder/claimant. Utility bills like Telephone Bill (only land line)/ Electricity bill / Gas bill - Not more than 3 months old.
		Light 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 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.
		Proof of address in the name of the spouse accompanied with self-attested copy of Identity Proof of the spouse. Client Master List (CML) of the Demat Account of the holder / claimant, provided by the Depository Participant.
4	Bank details (to be updated for first holder in case of joint holding)	

		Bank passbook/statement attested by the Bank;
5	E-mail	
	address	#
6	Mobile	
		#

(DP: Depository Participant)

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)

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			

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.

^{*} or any date as may be specified by the CBDT

[#] In case it is not provided, the details available in the CML will be updated in the folio

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/) for the purpose of obtaining an e-sign.

Note

- 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.
- Upon receipt or up-dation of bank details, the RTA shall, *suo-moto*, generate request to the company's bankers to pay electronically all the moneys of / payments to the holder that were previous unclaimed / unsuccessful.
- 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.
- RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination.

Specimen Signature

Option A

- i. Security holder shall provide the following documents:
 - (a) Original cancelled cheque with name of the security holder printed on it; or
 - (b) Self-attested copy of Bank Passbook/ Bank Statement;

and

ii. Banker's attestation of the signature of the same bank account as mentioned in (i) above as per **Form ISR - 2.**

OR

Option B

• 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 selfattested copies of the same.

Nomination**	 Providing Nomination: Please submit the duly filled up Nomination Form (<u>SH-13</u>) or 'Declaration to Opt out of Nomination' as per <u>Form ISR-3</u>, in SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 		
	 16, 2023 Variation in Existing Nomination: Please use <u>Form SH-14</u> Cancellation of Existing Nomination and opting out: use <u>Form 14 & Form ISR - 3</u> 		

^{**} 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 <u>SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011</u> 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	i. Security holder shall provide the following documents: (a) Original cancelled cheque with name of the security holder printed on it; or (b) Self-attested copy of Bank Passbook/Bank Statement; and ii. Banker's attestation of the signature of the same bank account as mentioned in (i) above as per Form ISR - 2
		OR
		Option B 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.
4	Mismatch in Name	Furnish any one of the following documents, explaining the difference in names;

		 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	In case the signature of the holder matches with the

(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 Nan	ne and Branch								
2.		act details								
	Postal Add									
	Phone nui									
	E-mail add	dress								
3.	Bank Acco	ount number								
4.	Account o	pening date								
5.	Account h	older(s) name(s)				1)				
						_ `				
						2)				
						2)				
						3)				
		-1			-11 - \					
6.	Latest pno	otograph of the a	ccoun	t noic	der(s)					
]			
		1st Holder			2 nd H	older			3 rd Holder	
		1 Holder			2 11	oluci			3 Holder	
								l		
_					<u> </u>					
7.		older(s) details a	s per i	3ank	Records					
	a) Addre	ess .								
	h\ Dhana	number								
		address								
	d) Signat	lure(s)								
1)			21					3)		
Τ)			2)					3)		
	Signature verified as recorded with the Banl						n the Rank			
Seal of the Bank				i ilie Dalik						
Seal of the Bank										
/C:1										
(Signature) Place: Name of the Bank Ma										
ы	ice:					anager				
_			ploye							
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:								
/ 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 opted out)	OF THE SECUR	RITIES (in respect	of which nomina	tion is being				
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 is 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) * Signature(s) Sole / First Holder Name								
Second Holder Name								
hird Holder Name								

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

(see circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

Request for issue of Duplicate Certificate and other Service Requests

(for Securities - Shares / Debentures / Bonds, etc., held in physical form)

	Date://
Depository Participant to dematerialize my /	d for processing all service request: ents / details and undertake to request the our securities within 120 days from the date yed from the RTA/Issuer Company (tick ✓ as
• Demat Account No. (If available):	
Provide Client Master List (CML) of your De	emat Account from the Depository Participant*
circular dated November 03, 2021 in this re	
PAN	Specimen Signature
Nomination / Declaration to Opt-out	
circular dated November 03, 2021.B. I / We request you for the following (tickIssue of Duplicate certificate	✓ relevant box) □ Claim from Unclaimed Suspense Account
Replacement / Renewal / Exchange of securities certificate	Endorsement
Sub-division / Splitting of securities certificate	Consolidation of Folios
Consolidation of Securities certificate	☐ Transmission
Transposition (Mention the new order of	holders here)
Claim from Suspense Escrow Demat Accou	ınt
C. I / We are enclosing certificate(s) as det	ailed below**:
Name of the Issuer Company	
Folio Number	

Name(s) of the security 1.				
holder(s) as per the 2.				
certificate(s) 3.				
Certificate numbers				
Distinctive numbers				
Number & Face value of				
securities				
** Wherever applicable / whichever details are available				
D. Document / details required for specific service request:				
I. Duplicate securities certificate				
II. Claim from Unclaimed Suspense Account				
·				
Securities claimed (ii	n numbers)			
	(in words)			
III. Replacement / Renewal / Exchange of securities certificate				
(that is defaced, mutilated, torn, decrepit, worn out or where the p	page on the			
reverse is fully utilized)	Ü			
IV. ☐ Endorsement				
V. Sub-division / Splitting of securities certificate				
VI. Consolidation of securities certificate/Folios				
VII.				
VIII. Transposition				
IX. Claim from Suspense Escrow Demat Account				
Securities claimed (ii	n numbers)			
	(in words)			
,				
Provide / attach original securities certificate(s) for request for item numbers III to	<u>o VIII above.</u>			
Declaration : All the above facts stated are true and correct to best of my / our kno belief.	wledge and			

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature	✓	√	✓
Name	✓	<u> </u>	<u> </u>
Full address	√		
PIN	✓ □□□□□		

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.

Request for Transmission of Securities by Nominee or Legal Heir (For Transmission of securities on death of the Sole holder)

Annexure C – ISR 5

To:

The Listed Issuer/RTA,

Mobile No.+91

(Address)				
	(Name of the List	ed Issu	er/RTA)	
Name of the Claimant(s) Mr./Ms.	(come or me are		<u>, , , , , , , , , , , , , , , , , , , </u>	
	imant is a minor → Date of	Birth of t	he minor*	•
Mr./Ms.				
Relationship with Minor: Father	Mother Court Appoi	nted Gua	ardian*	
[Multiple PAN may be entered] PAN (Cla Acknowledgment attached KYC form at			□ KY	С
Tax Status: ☐ Resident Individual ☐ Resident (please specify)	dent Minor (through Guardian)) □NRI	□ PIO	□ Others
*Please attach relevant proof				
mentioned Securities Holder(s) and deceased holder(s) in my/our favour in ☐ Nominee ☐ Legal Heir ☐ Succes the Estate of the deceased Name of the deceased holder(s)				nistrator o
. ,			demise	e**
1)			DD/M	M / YYYY
2)			DD / M	M / YYYY
3)				
**Please attach certified copy of Death (Certificate.			
Securities(s) & Folio(s) in respect of v		curities	s is bein	g
		ı	No. of	% 0
Name of the Company	Folio No.	Se	curities	Claim [®]
1)				
2)				
3)				
4)				
@As per Nomination OR as per the	Will/Probate/Succession C	Certificat	e/Letter	of
Administration/ Legal Heirship Certificat if applicable.	e (or its equivalent certifica	nte)/ Cou	ırt Decre	ee,

Contact details of the Claimant (s) [Provision for multiple entries may be made]

Tel. No. STD -

Email Address		
•	t address will be updated as per add	lress on KYC form /
KYC Registration Agency rec	cords)	
Address Line 1		
Address Line 2		
City:	State PIN	
Bank Account Details of the	e Claimant	
Bank Name		
Account No.		11-digit IFSC
A/c. Type (√) □SB □Current	□NRO □NRE □FCNR	9-digit MICR No.
Name of bank branch		
City PIN		
	elled cheque with claimant's name p	rinted OR □ Claimant's
	luly attested by the Bank Manager)	
	e UNCLAIMED amounts <i>, if any</i> , in ct credit to the bank account ment	
Additional KYC information	ı (Please tick√ whichever is applicab	le)
Occupation □ Private Sect □ Business □ Professional	tor Service □Public Sector Service	□Government Service
□Agriculturist □Retired □H	lome Maker □ Student □ Forex Dea (Please specify)	aler Others
The Claimant is □ a Politica Person □ Neither (Not appl	· ·	a Politically Exposed
Gross Annual Income (₹) 25 Lacs-1crore □ >1 crore	□Below 1 Lac □1-5 Lacs □ 5-10) Lacs □10-25 Lacs □
FATCA and CRS informatio		
Country of Birth	Place	e of Birth
Nationality		
If Yes, please mention all the	y country other than India? Yes e countries in which you are resident ication Number and its identification to	for tax purposes and the
Country	ication Number and its identification t Tax-Payer Identification Number	Identification Type
Country	rax rayer identification right	identification Type
		+

Nomination [®] (Plea	se √ one of the options	below)		
□ I/We DO NOT v nominate anyone)	wish to make a nominat	ion. (Please tick	√ if you do	o not wish to
described in the	ake a nomination and he attached Nomination at of my / our death.			
@ Guardian of a mi	inor is not allowed to ma	ake a nomination	on behalf	of the minor
I/We have attached	gnature of the Claima d herewith all the relevickoner as per Annexure	ant / required o	documents	as indicated in the
I/We confirm that the knowledge and believed.	he information provided ef.	d above is true	and correc	ct to the best of my
I/We	undertake		to	keep (Name of the
	a informed about any chertake to provide any other	_		above information in
I/We	here	eby		authorize (Name of the
my holdings in the	TA to provide/ share an (Name of the Compans as required by law wi	y) to any goveri	nmental or	d by me/us including statutory or judicial
Place				
Date		Ciamatura of Clai	ino o n t	
		Signature of Cla	imani(s)	
□ Copy of Birth Cer □ Copy of PAN Car □ KYC Acknowledg □ KYC form of Clai □ Cancelled cheque Statement/Passb □ Nomination Form □ Annexure D - Indi □ Original security of □ Annexure E - Bor	ertificate of the decease tificate (in case the Claid of Claimant / Guardia ment OR mant e with claimant's name pook duly completed ividual Affidavits given E	mant is a minor) printed OR EACH Legal Heir d by Legal Heirs		mant's Bank

^{*}Note: For transmission service requests, Form ISR-4 as per SEBI circular SEBI/HO/MIRSD_MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 will not be required.

Form No. SH-13

Nomination Form

[Pursuant to section 72 of the Companies Act, 2013 and rule

19(1) of the Companies (Share Capital and Debentures) Rules 2014]					
То		_			
Name	of the company	:			
Addre	ss of the compar	ny:			
do h	eiculars of which a nereby nominate ts in respect of s	re given her the followin	eunder wish t g persons in v	o make non whom shall	nination and vest, all the
(1)	PARTICULARS nomination is t			(in respect	t of which
	Nature of	Folio No.	No. of	Certificate	Distinctive
	securities		securities	No.	No.
	PARTICULARS OF (a) Name: (b) Date of Birth (c) Father's/Mot (d) Occupation:	:			
	(e) Nationality:				

(f) Address:

(g) E-mail id:		
(h) Relationship with t	the security holder:	
(3) IN CASE NOMINEE IS A	A MINOR	
(a) Date of birth:		
(b) Date of attaining r	najority	
(c) Name of guardian	:	
(d) Address of guard	lian:	
	Name:	
	Address:	
Name of the Security		
Holder (s)	Signature	Witness with
		name and address

Form No. SH-14

Cancellation or Variation of Nomination

[Pursuant to sub-section (3) of section 72 of the Companies Act, 2013 and rule 19(9) of the Companies (Share Capital and Debentures) Rules 2014]

Name of the company:

I/We	e hereby cancel	the nomir	nation(s) mad	de by me/ι	us in favor	
of	of(name and address of the nominee) in respect of the below					
men	tioned securities.					
			or			
I/We	e hereby nom	inate the	following	person in	place of	
	as	nominee i	n respect of	the below	mentioned	
secu	ırities in whom sh	nall vest all	rights in resp	ect of such s	securities in	
the	event of my/our	death.				
(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being cancelled / varied)						
	Nature of	Folio No.	No. of	Certificate	Distinctive	
	securities		securities	No.	No.	
(2) (a) PARTICULARS OF THE NEW NOMINEE: i. Name:						
	ii. Date of Birth:					
	iii. Father's/Mother's/Spouse's name:					
		v. Nationality:				
	v. Address:					

vi. E-mail id:

- vii. Relationship with the Security holder:
- (b) IN CASE NEW NOMINEE IS A MINOR-
 - i. Date of Birth:
 - ii. Date of attaining majority
 - iii. Name of guardian:
 - iv. Address of guardian:

Signature

Name of the Security

Holder (s)

Witness with name and address