

Shareholders holding shares in physical form Information to be provided to RTA, if holding shares in physical form

The Securities and Exchange Board of India ('SEBI') has issued circular No SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 in supersession of earlier circular nos. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 and SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021, for mandatory provisions of "Common and Simplified Norms for processing Investor's Service requests by RTAs and norms for furnishing PAN, KYC details and Nomination". SEBI has made mandatory for the Shareholders holding securities in physical form to furnish PAN, KYC details and Nomination to the Registrar and Transfer Agent ('RTA') of the Company.

Click here for SEBI Circulars:

<https://www.sebi.gov.in/legal/circulars/mar-2023/common-and-simplified-norms-for-processing-investor-s-service-requests-by-rtas-and-norms-for-furnishing-pan-kyc-details-and-nomination-69105.html>

In view of the above circular, Members of the Company holding securities in physical form are required to provide following documents / details to RTA:

Mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities:

Physical security holders of the company to furnish PAN, Nomination, Contact details, Bank A/c details and Specimen signature for their corresponding folio numbers to RTA.

Linking of PAN with Aadhaar numbers:

It is compulsory linking of PAN with Aadhaar number by all holders of physical securities of the company by March, 31, 2023 or any other date as may be specified by the CBDT.

The folios in which PANs are not linked with Aadhaar numbers as on the notified cut-off date by CBDT shall be frozen on or after October 01, 2023.

Nomination / Declaration to Opt-out of Nomination (All eligible folios):

- Nomination through the Form No. SH-13.
- Nomination Cancellation or variation in nomination through Form SH-14.
- The security holder can opt out of nomination through Form ISR – 3.

Contact Details:

All holders of physical securities in company shall register their postal address with PIN for their corresponding folio numbers along with the mobile number. All shareholders of the company holding shares in physical form are requested to register their e-mail ID to avail the online services. The security holders can register/ update the contact details through Form ISR-1.

Bank Account details:

All holders of physical securities of the company shall register their Bank Account details including Bank and Branch name, Bank account number, IFSC code for their corresponding folio numbers through Form ISR-1.

Specimen signature:

All holders of physical securities in the company shall register their specimen signature for their corresponding folio numbers To register/ update the specimen signature, the security holder may refer to para- 1.2 of Annexure-C.

Attestation of documents:

Self-attested copies of documents will be accepted by the RTA for processing of service requests.

Mode for providing documents/details by investors for various service requests:

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. Or

Through Post: Hard copies of self-attested documents. or

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).

Freezing of Folios without PAN, KYC details and Nomination:

If physical security holders do not update their corresponding folio nos. with PAN, KYC Details and Nomination as per Annexure- A of the above SEBI Circular dated March, 16, 2023, such folios shall be frozen by the RTA on or after October 01, 2023.

The Security holder(s) whose folio(s) have been frozen shall be eligible:

- i. to lodge grievance or avail any service request from the RTA only after furnishing the complete documents / details as mentioned in para 4 of the above SEBI Circular dated 16th March, 2023.
- ii. for any kind of payment in respect of such frozen folio(s), only through electronic mode with effect from April 01, 2024. An intimation shall be sent by the Company to the security holder that such payment is due and shall be made electronically only upon complying with the requirements stated in para 4 of the above SEBI Circular dated 16th March, 2023.

The RTA shall revert the frozen folios to normal status upon receipt of all the documents/details as mentioned in para 4 of the above SEBI Circular dated 16th March, 2023.

In view of the above, all shareholders holding shares in physical form are requested to furnish/update their valid PAN (PAN linked to Aadhaar), KYC details and Nomination/ Declaration to Opt-out of Nomination with the RTA of the Company i.e. **Link Intime India Private Limited**.

Contact details of RTA:

Link Intime India Private Limited

506 to 508, Amarnath Business Centre – 1,
Beside Gala Business Centre,
Near St. Xavier’s College Corner,
Off C G Road, Ellisbridge, Ahmedabad – 380 006,
Email: ahmedabad@linkintime.co.in
Phone No: 079 - 2646 5179 / 5186 / 5187

The Members can download the following forms as mentioned in the said SEBI circulars inter-alia, for registering/updating the KYC details and for the processing of various service requests from link separately given under the head “Shareholders holding shares in physical form”:

Sr. No.	Form	Purpose
1.	Form ISR-1	Request for registering PAN, KYC details or changes / updation thereof
2.	Form ISR-2	Confirmation of Signature of securities holder by the Banker
3.	Form ISR-3	Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies
4.	Form SH-13	Nomination Form
5.	Form SH-14	Cancellation or Variation of Nomination
6.	Form ISR-4	Request for issue of Duplicate Certificate and other Service Requests
7.	Form ISR-5	Request for Transmission of Securities by Nominee or Legal Heir