

Common and simplified norms for processing investor's service requests by RTAs and norms for furnishing PAN, KYC details and Nomination

Important Announcement/ Request to Physical Shareholders:

Dear Shareholders,

This is to inform you that as an on-going measure to enhance the ease of doing business for investors in the securities market, the Securities and Exchange Board of India (SEBI), vide its Circular No. **SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37** dated **March 16, 2023**, had prescribed the common and simplified norms for processing the investor's service request by the Registrar and Share Transfer Agents (RTAs) and norms for furnishing PAN, KYC details and Nomination and providing electronic interface by the RTAs for processing investor's queries, complaints and service requests.

SEBI vide its circular has made it mandatory for the holders of physical securities in listed companies to furnish the following documents/ details for their corresponding folio numbers to the Registrar and Share Transfer Agent of the Company:

- PAN
- Nomination
- Contact details
- Bank Account details
- Specimen signature

The folios wherein any one of the cited documents/ details as mentioned above are not completed, 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:

- To lodge grievance or avail any service request from the RTA only after furnishing the complete documents/ details as mentioned above.
- For any payment including dividend, interest or redemption payment in respect of such frozen folios, only through electronic mode with effect from April 01, 2024, only upon complying with the requirements as stated above.

The frozen folios shall be referred by the RTA / listed company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002, if they continue to remain frozen as on **December 31, 2025**.

The holders of physical securities are requested to ensure that the PAN is linked with the Aadhaar number, from April 01, 2023 or any other date specified by the Central Board of Direct Tax (CBDT). RTA shall accept only operative PAN (i.e., linked with the Aadhaar number).

Further, w.e.f **April 01, 2023** any service request shall be entertained by the RTA only upon registration of the PAN, Bank Account details and Nomination. Keeping the above statutory requirements in view, the holders of the physical securities are requested to furnish/ update their valid PAN, KYC details and details of Nomination immediately to the RTA by using the relevant forms as appended below, to ensure that their folios are not frozen:

| Sr. No. | Particulars of Documents/ Details | Form - Web link |
|---------|--|-----------------------|
| 1. | Request for registering the PAN, KYC Details or changes / updation thereof | ISR-1 |
| 2. | Confirmation of signature of shareholder (in case of major mismatch in the signature of the shareholder) | ISR-2 |
| 3. | Nomination Form | SH-13 |
| 4. | Cancellation or Variation of Nomination | SH-14 |
| 5. | Declaration form for opting out / cancellation of Nomination* | ISR-3 |

** Please use Form SH 14 and Form ISR-3 for cancellation of the existing nomination.*

Members holding shares 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.

Further, all the holders of physical securities, who have not yet dematerialized their shares, are also advised to get their shares converted into electronic form (DEMAT).

In case of any query in this regard, kindly contact RTA of the Company at the below mentioned details:

| | |
|------------------------------|--|
| Name of the RTA | M/s Link Intime India Private Limited |
| Registered Office of the RTA | C-101, 1st Floor, 247 Park, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai - 400083, Maharashtra, India |
| Contact No. | +91 022 4918 6000 |
| E-mail Id | rnt.helpdesk@linkintime.co.in |
| Website of the RTA | www.linkintime.co.in |