

Information to be provided to Registrar and Share Transfer Agent (RTA), if holding shares in physical form

The Securities and Exchange Board of India ('SEBI') vide its circular dated 3rd November, 2021 (SEBI Circular) has made it 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. In case of failure to provide required documents and details as per the aforesaid SEBI circular, all folios of such shareholders shall be frozen on or after 1st April, 2023 by the RTA. ([The said SEBI Circular is attached here](#)).

In view of the above, shareholders of the Company holding securities in physical form shall provide/update following documents / details to RTA:

- PAN
- Nomination (for all eligible folios) in Form No. SH-13 or submit declaration to 'Opt-out' in Form ISR-3
- Contact details including Postal address with PIN code, Mobile Number, E-mail Id
- Bank Account details including Bank name and branch, Bank account number, IFS code
- Specimen signature

The above documents/details are to be provided to Company's RTA i.e. KFin Technologies Private Limited, Selenium Tower B, Plot No.31-32, Gachibowli, Financial District, Nanakramguda, Serilingampally, Hyderabad 500 032, Telangana, India or email at einward.ris@kfintech.com along with Name and folio numbers.

SEBI vide Circular dated 25th January, 2022 ([attached herewith](#)) has made it mandatory that listed companies shall henceforth issue the securities in dematerialized form only while processing various investor service requests viz.

- i. Issue of duplicate securities certificate;
- ii. Claim from Unclaimed Suspense Account;
- iii. Renewal / Exchange of securities certificate;
- iv. Endorsement;
- v. Sub-division / Splitting of securities certificate;
- vi. Consolidation of securities certificates/folios;
- vii. Transmission;
- viii. Transposition;

The shareholders can download the forms mentioned in the said SEBI circulars as given below:

Sr. No.	Form	Purpose	Download
1	Form ISR-1	Request for Registering PAN, KYC details OR Changes / updations thereof (only for securities held in physical form)	Form ISR-1
2	Form ISR-2	Confirmation of Signature of securities holder by Banker	Form ISR-2
3	Form ISR-3	Declaration for Opting-out of Nomination by holders of physical securities in Listed Companies	Form ISR-3
4	Form SH-13	Nomination Form	Form SH-13
5	Form SH-14	Cancellation OR Variation of Nomination	Form SH-14
6	Form ISR-4	Service requests for: i. Issue of duplicate securities certificate; ii. Claim from Unclaimed Suspense Account; iii. Renewal / Exchange of securities certificate; iv. Endorsement; v. Sub-division / Splitting of securities certificate; vi. Consolidation of securities certificates/folios; vii. Transmission; viii. Transposition.	Form ISR-4

Compulsory linking of PAN and Aadhaar by all holders of physical securities in listed companies

From March 31, 2022 or any other date as may be specified by the CBDT, RTAs shall accept only valid PANs (PAN linked with Aadhaar) and the folios in which PANs is / are not valid as on the notified cut-off date of March, 31, 2022 or any other date as may be specified by the CBDT, shall also be frozen.