

## COMMON AND SIMPLIFIED NORMS FOR PROCESSING INVESTOR SERVICE REQUESTS AND INVESTOR SERVICE FORMS

SEBI vide circular no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16<sup>th</sup> March, 2023 has made it mandatory for all holders of physical securities in listed companies to furnish PAN, Nomination, Contact details, Bank A/c details and Specimen signature for their corresponding folio numbers. RTA shall not process any service requests or complaints received from the security holder(s) / claimant(s), till PAN, KYC and nomination documents/details as stated above are received ([SEBI Circular](#)).

The shareholders need to use following forms for furnishing KYC details and various investor related requests:

Sr. No.	Download Forms	Purpose
1	Form ISR-1	Request for registering PAN, KYC details OR changes / updations thereof
2	Form ISR-2	Confirmation of signature of securities holder by Banker
3	Form ISR-3	Declaration for Opting-out of Nomination
4	Form ISR-4	Service requests for: i. Issue of duplicate securities certificate; ii. Replacement / Renewal / Exchange of securities certificate; iii. Consolidation of securities certificates/folios; iv. Sub-division / Splitting of securities certificate; v. Endorsement; vi. Change in the name of the holder vii. Transposition. viii. Claim from unclaimed suspense account and suspense escrow demat account
5	Form ISR-5	Transmission
6	Form SH-13	Nomination Form
7	Form SH-14	Cancellation OR Variation of Nomination

To update your records or for other service requests shareholders are requested to send the duly filled in documents, along with the related proofs listed in the forms at the following address:

MCS Share Transfer Agent Limited

Unit: HLV Limited

3B3, 3rd Floor, B-Wing, Gundecha Onclave Premises Co-op. Society Ltd.,

Kherani Road, Saki Naka, Andheri East, Mumbai-400072

Tel. 022 – 2851 6021 / 22 / 022- 4604 9717

Email: [helpdesknum@mcsregistrars.com](mailto:helpdesknum@mcsregistrars.com)