

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

SEBI 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. The folios wherein PAN and KYC document / details are not available on or after 1st October, 2023, shall be frozen by the RTA. 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, if they continue to remain frozen as on 31st December, 2025. Further, 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. From 1st April, 2023 or any other date as may be specified by the CBDT, RTAs shall accept only operative PANs (PAN linked with Aadhaar) and the folios in which PANs are not linked with Aadhaar number as on the notified cut-off date of 31st March, 2023 or any other date as may be specified by the CBDT, shall also be frozen. ([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 viii. 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: helpdeskmm@mcsregistrars.com