

SEBI NORMS FOR FURNISHING PAN, KYC DETAILS AND NOMINATIONS

SEBI has, vide the Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021, mandated the furnishing of PAN, Address with PIN, email address, mobile number, bank account details and nomination by holders of physical securities. Folios wherein any one of the cited document / details are not available on or after April 01, 2023, shall be frozen by the Registrars and Transfer Agent of the Company (RTA).

SEBI vide its [Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021](#) and subsequent notifications has mandated all the listed Companies to record the PAN, Nomination, KYC details of all the shareholders and Bank Account details of first holder. This is applicable for all the shareholder's holding shares in Physical mode. Shareholders are requested to ensure the above details are updated with the RTA.

In view of the aforesaid, you are requested to submit the Investor Service Request Form ISR-1, along with required supporting documents to our Registrar and Transfer Agent, Link Intime India Private Limited ("RTA")

The shareholders can download the forms mentioned in SEBI circular as given below

- [Form ISR-1 - Form for updation of KYC details](#)
- [Form ISR-2 - Specimen signature](#)
- [Form SH-13 Nomination Form](#)
- [Form ISR-3 Declaration to Opting out Nomination](#)
- [Form SH-14 Cancellation of Nomination](#)

ISSUE OF DUPLICATE SHARE/TRANSMISSION/TRANSPPOSITION ETC.

SEBI vide its Circular No SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 has mandated that the Service Requests (i.e. Issuance of Duplicate Securities Certificate, Release of shares from Unclaimed Suspense Account of the Company, Renewal / Exchange of securities Certificate, Endorsement, Sub-division / Splitting of securities certificate, Consolidation of securities certificate / folios, Transmission, Transposition) shall be processed by issuing securities in dematerialized form only and physical Share Certificates shall not be issued by the Company to the Securities holder / claimant.

The Securities Holder / Claimant shall submit to Link Intime India Private Limited ('RTA') duly filled up [Form ISR-4](#) for the above service Requests.

The RTA shall verify and process the Service Requests and thereafter issue a 'Letter of Confirmation' in lieu of Physical securities certificate (s), to the securities holder / claimant within 30 days, which shall be valid for a period of 120 days from the date of its issuance, within which the securities holder/claimant shall make a request to the Depository Participant for dematerializing the said securities. In case the securities holder / Claimant fails to submit the demat request within 120 days, the securities shall be credited to the Suspense Escrow Demat Account of the Company.