

Common and Simplified Norms for processing investor's service request and norms for furnishing PAN, KYC details and Nomination

The Securities and Exchange Board of India ('SEBI') vide its circular bearing reference number SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 ('SEBI Circular') has prescribed certain norms for shareholders holding securities in physical mode, including the following:

- Mandatory furnishing of PAN, Nomination (for all eligible folios), Contact details, Bank account details and specimen signature by holders of physical securities
- Freezing of folios without valid PAN, KYC details and Nomination
- Compulsory linking of PAN and Aadhaar by all holders of physical securities

Shareholders of physical securities are requested to abide by the aforementioned SEBI Circular and furnish their KYC details, at the earliest, to the Company's Registrar and Share Transfer Agent ('RTA') - TSR Consultants Private Limited (mailing address in the investor relations - support section).

Non- Compliance with the aforesaid circular will lead to the following:

- The folios wherein any one of the cited document / details are not available on or after October 01, 2023, shall be frozen by the RTA.
- The folios in which PANs is / are not valid, i.e., PAN not linked to Aadhaar, as on the notified cut-off date of March, 31, 2023 or any other date as may be specified by the Central Board of Direct Taxes ('CBDT'), shall be frozen.

Further, SEBI vide its circular bearing reference number SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated 25 January 2022, has mandated issuance of all the securities in dematerialized form only while processing service requests. Such service requests include issue of duplicate securities certificate, transmission, transposition, consolidation of securities certificates/folios, sub-division / splitting of securities certificate, endorsement, renewal / exchange of securities certificate and claim from Unclaimed suspense account.

Forms for shareholders:

Sr. No.	Form	Description
1	ISR-1	Request For Registering Pan, KYC Details or Changes / Updation thereof
2	ISR-2	Confirmation of Signature of securities holder by the Banker
3	ISR-3	Declaration Form for Opting-out of Nomination
4	ISR-4	Request for issue of Duplicate Certificate
5	ISR-5	Request for Transmission
6	SH-13	Registration of Nomination
7	SH-14	Cancellation or Variation of Nomination