

Dear Investor,

**Subject: -Request for Updating the KYC details as per SEBI Circular No.SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated 3rd Nov 2021.**

I/We, refer to the above circular issued by SEBI that mandates 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 security holders in physical mode.

**The salient features and requirements of the circular are as follows:**

**A) Non – updation of KYC - Folios : wherein any ONE of the cited details/documents (i.e PAN, Bank Details, Nomination) are not available on or after April 01, 2023, shall be frozen as per SEBI circular.**

**Notes:**

1) The securities in the frozen folios shall be:

- Eligible to lodge any grievance or avail service request from the RTA only after furnishing the complete documents / details as aforesaid.
- Eligible for any payment including dividend, interest or redemption payment only through electronic mode upon complying with the above stated requirements.

2) a) The relevant formats for Nomination and Updation of KYC details viz; Forms ISR-1, ISR-2, ISR-3, SH-13 ,SH-14 and SEBI circular are available on the RTA website as mentioned below;

<https://www.linkintime.co.in> → Resources→ Downloads→General→Formats for KYC.

b) Original cancelled cheque leaf bearing the name of the first holder failing which first security holder is required to submit copy of bank passbook / statement attested by the bank which is mandatory for registering the new bank details.

**B) Mandatory Linkage of PAN with Aadhar - As per the Central Board of Direct Taxes (CBDT) it is mandatory to link PAN with Aadhaar number for resident investors by March 31,2022. Security holders who are yet to link the PAN with Aadhaar number are requested to get the same done before March 31, 2022. Post March 31, 2022 or any other date as may be specified by the CBDT, RTAs shall accept only valid PANs and the ones which are linked to the Aadhaar number. The folios in which PAN 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.****

**Note:** - Security holders from Sikkim can provide self-attested copy of Aadhaar Card/Voter's Card/Driving License/Passport or any other identity proof as issued by the Govt.

In view of aforesaid, we request you to submit the Investor Service Request Form ISR-1 appended herewith, along with the required supporting documents as stated in **Form ISR-1 at the earliest.**

**You may use any ONE** of the following modes for submission:

1. **In hard copy:** by furnishing original / photocopy(ies) of the relevant document duly self-attested with date.
2. **With e-sign:**
  - (a) In case your email is already registered with us, you may send the scanned copies of your KYC documents with **e-sign** at our dedicated email-id: [kyc@linkintime.co.in](mailto:kyc@linkintime.co.in). Kindly mention the email subject line as **"KYC Updation - (Company Name) - Folio No : \_\_\_\_\_"**
  - (b) Investors can also upload KYC documents with **e-sign** on our website <https://www.linkintime.co.in> → Investor Services → KYC Compliance.

Yours faithfully,

For Link Intime India Pvt Ltd.

Investor Relation Cell (IRC)

**KYC FORM**

To, Date:    /    /  
**Link Intime India Private Limited.** Folio No: \_\_\_\_\_  
 C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083. No of Shares: \_\_\_\_\_  
 Unit : \_\_\_[ COMPANY NAME ]\_\_\_\_\_ Serial No: \_\_\_\_\_

Dear Sir/Madam,

I/We, refer to the current status of the above-mentioned folio as provided by you in the following table:

| Name of the Security holder(s) | PAN ( A )            | Specimen Signature ( B ) | Email ID ( C ) | Mobile No. ( D ) | Nominee Details ( E ) |
|--------------------------------|----------------------|--------------------------|----------------|------------------|-----------------------|
| Aaa                            | Registered (masking) | Required                 | Required       | Required         | Required              |
| Bbb                            | Registered (masking) | Required                 | Not Applicable | Not Applicable   | Not Applicable        |
| Ccc                            | Registered (masking) | Required                 | Not Applicable | Not Applicable   | Not Applicable        |
| -----                          |                      |                          |                |                  |                       |

**Bank Details :**

|                            |                     |
|----------------------------|---------------------|
| <b>Name of the Bank</b>    |                     |
| <b>Bank Account Number</b> | *** Mask if Present |
| <b>IFSC</b>                | MICR No :           |

I/We are forwarding herewith Investor Service Request Form ISR-1 along with the required supporting KYC documents for updation.

**Signature(s) :**

| First Holder | Joint Holder -1 | Joint Holder -2 | Joint Holder -3 |
|--------------|-----------------|-----------------|-----------------|
|              |                 |                 |                 |
| Aaa          | Bbb             | Ccc             | -----           |

|                          |                    |                     |
|--------------------------|--------------------|---------------------|
| Barcode (Normal/Speed)   | <b>Postal No :</b> | <b>Serial No :</b>  |
| TTL + Name of the Holder |                    |                     |
| _____                    | (Address 1)        |                     |
| _____                    | (Address 2)        |                     |
| _____                    | (Address 3)        |                     |
| _____                    | (Address 4)        |                     |
| City _____               | PIN _____          |                     |
| <b>Unit Name :</b>       |                    | <b>Print Date :</b> |

# Form ISR – 1

(-SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

## REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

A. I / We, request you to Register / Change / Update the following (Tick ✓ relevant box)

Date : / /

|                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> PAN          | <input type="checkbox"/> Signature          | <input type="checkbox"/> Mobile Number  |
| <input type="checkbox"/> Bank details | <input type="checkbox"/> Registered Address | <input type="checkbox"/> E-mail address |

B. Security and KYC Details [ to be filled in by the First Holder ]

|   |                      |    |
|---|----------------------|----|
| Name of the Issuer Company                  | Folio No(s)          |    |
| Face value of Securities                    | Number of Securities |    |
| Distinctive number of Securities (Optional) | From                 | To |
| E-mail Address                              |                      |    |
| Mobile Number                               |                      |    |

C. I/We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

| Name(s) of the Security holder(s) in Capital as per PAN<br>Copies of PAN of all the Holder(s) duly self-attested with date to be enclosed with this Form. | PAN | PAN Linked to Aadhaar -Y/N<br>Tick any one [✓] * |
|---|-----|--|
| 1.  |     | Yes / No   |
| 2.  |     | Yes / No   |
| 3.  |     | Yes / No   |
| 4.  |     | Yes / No   |

Note: \* PAN shall be valid only if it is linked to Aadhaar by March 31, 2022, or any other date as may be specified by CBDT.

To know the status of your PAN Linked to Aadhaar check on this link: <https://www.incometax.gov.in/iec/foportal>

| Bank Account Details of First Holder |   |  |
|--------------------------------------|---|--|
| Name of the Bank & Branch            | IFSC  |  |
| Bank A/c No.                         | Tick any one [✓]- Acct type <input type="checkbox"/> Savings <input type="checkbox"/> Current<br><input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> Any other [ ] |  |

Note: Original cancelled cheque leaf bearing the name of the first holder is mandatory, failing which first security holder shall submit copy of bank passbook / statement attested by the Bank for registering the Bank Account details.

|                      |                    |
|----------------------|--------------------|
| Demat Account Number | 16 digit DP/CL [ ] |
|----------------------|--------------------|

Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our above folio(s) (use Separate Annexure if extra space is required) in which I / we are the holder(s). [ strike off what is not applicable ]

Declaration: All the above facts and documents enclosed are true and correct.

|           | First Holder | Joint Holder - 1 | Joint Holder - 2 | Joint Holder - 3 |
|-----------|--------------|------------------|------------------|------------------|
| Signature |              |                  |                  |                  |
| Name      |              |                  |                  |                  |
| Address   |              |                  |                  |                  |
| PIN       |              |                  |                  |                  |

Note: If the address mentioned above differs from the address registered with the Company, you are requested to record the new address by submitting the documents as specified in point (3) overleaf.

I/We are submitting documents as per Table below (tick✓as relevant, refer to the instructions):





| No. | ✓                        | Document/Information/Details         | Instruction/Remark   |
|-----|--------------------------|--------------------------------------|--|
| 1   | <input type="checkbox"/> | PAN of (all) the (joint) holder(s)   | PAN copies of all the holder(s) duly self-attested with date to be enclosed. PAN shall be valid only if it is linked to Aadhaar by March 31, 2022, or any date as may be specified by the CBDT. For Exemptions / Clarifications on PAN, please refer to Objection Memo as specified in SEBI circular.  |
| 2   | <input type="checkbox"/> | Demat Account Number                 | Provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.  |
| 3   |                          | Proof of Address of the first Holder | <p><b>Provide self attested copy of any ONE of the documents, issued by a Govt. Authority, only if there is change in the address;</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Client Master List (<b>CML</b>) of your Demat Account, provided by the Depository Participant.</li> <li><input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence/ Driving License/Flat Maintenance Bill*</li> <li><input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.</li> <li><input type="checkbox"/> Identity card (with Photo) / document with address, issued by Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.</li> <li><input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.</li> <li><input type="checkbox"/> The proof of address in the name of the spouse*</li> </ul> <p><b>* Kindly provide additional self-attested copy of Identity Proof of the holder/ claimant.</b></p> |
| 4   | <input type="checkbox"/> | Bank details                         | Provide the latest copy of the bank statement with details of bank name, branch, account number and IFSC or Original cancelled cheque leaf bearing the name of first holder. Alternatively, Bank details available in the CML as enclosed will be updated in the folio.  |
| 5   | <input type="checkbox"/> | E-mail address                       | As mentioned on Form ISR-1, alternatively the E-mail address available in the CML as enclosed will be updated in the folio.  |
| 6   | <input type="checkbox"/> | Mobile                               | As mentioned on Form ISR-1, alternatively the mobile number available in the CML as enclosed will be updated in the folio.   |
| 7   | <input type="checkbox"/> | Specimen Signature                   | Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 and Original cancelled cheque leaf bearing the name of the first holder.  |
| 8   |                          | Nomination                           | <p><b>Submit Form(s) as per any ONE of the following options.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>SH-13</b> For First Time Nomination</li> <li><input type="checkbox"/> <b>SH-14</b> For Cancellation or Variation in Nomination</li> <li><input type="checkbox"/> <b>SH-14 and ISR-3</b> For Cancellation of Nomination and to "Opt-Out"</li> <li><input type="checkbox"/> <b>ISR-3 To "OPT-Out"</b> of Nomination or if No-Nomination is required</li> </ul>  |

Note: All the above forms are also available on our website..

# Form ISR – 2

(SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03,2021)

## Confirmation of Signature of Securities Holder by the Banker

|  |   |   |
|--|---|---|
| 1. Bank Name and Branch  |   |   |
| 2. Bank contact details  |   |   |
| Postal Address   |   |   |
| Mobile/Tel number  |   |   |
| E-mail address   |   |   |
| 3. Bank Account number   |   | <i>attach original cancelled cheque leaf</i>  |
| 4. Account opening date  |   |   |
| 5. Account holder's PAN  |   | Account Holder's Name   |
| i)   |   | i)  |
| ii)  |   | ii)   |
| iii)   |   | iii)  |
| iv)  |   | iv)   |
| 6. Latest photograph of the account holder(s)  |   |   |
| <div style="border: 1px solid black; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center;">i)- Holder Photo</div>   |   | <div style="border: 1px solid black; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center;">ii)- Holder Photo</div> |
| <div style="border: 1px solid black; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center;">iii)- Holder Photo</div> |   | <div style="border: 1px solid black; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center;">iv)- Holder Photo</div> |
| 7. Account holder(s) details as per Bank Records   |   |   |
| a) Address   |   |   |
| b) Mobile/Tel number   |   |   |
| c) Email address   |   |   |
| d) Signature(s) of the Holder(s)   |   |   |
| i)   |  _____ | <i>Bank Manager's Signature and Bank Seal</i>   |
| ii)  |  _____ |   |
| iii)   |  _____ |   |
| iv)  |  _____ |   |
| -- (To be Mandatorily Filled by the Bank Official) --  |   |   |
| Place:   |   | Name of the Bank Manager :  |
| Date:  |   | Employee Code :   |
| Mobile / Tel no:   |   | Email_id :  |

# Form ISR - 3

## Declaration Form for Opting-out of Nomination by Holders of Physical Securities in Listed Companies

(SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021)

To,

Date: / /

Name of the Company : .....

Address of the Company : .....

### PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

| Nature of Securities | Folio No. | No. of Securities * | Certificate No. | Distinctive No(s)<br>( From – To ) |
|----------------------|-----------|---------------------|-----------------|------------------------------------|
| Tick ✓ as relevant   |           |                     |                 |                                    |
| Equity / Debentures  |           |                     |                 |                                    |

I / We the holder(s) of the securities particulars of which are given hereinabove, **do not wish to nominate** any person(s) in whom shall vest, all the rights in respect of such securities in the event of my /our death.

I/ We understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my / our death, my / our legal heir(s) / representative(s) are required to furnish the requisite documents / details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

### Signature(s) as per Specimen recorded with the Company.

|                  | First Holder | Joint Holder -1 | Joint Holder -2 | Joint Holder -3 |
|------------------|--------------|-----------------|-----------------|-----------------|
| <u>Signature</u> |              |                 |                 |                 |
| <u>Name</u>      |              |                 |                 |                 |

### Witness Details:

|                    |  |            |      |
|--------------------|--|------------|------|
| Name of Witness    |  | Signature  |      |
| Address of Witness |  |            | Date |
|                    |  | Pin: _____ |      |

\* Use of ISR-3 (ie to Opt-Out of Nomination OR if "No\_Nomination" is required by the investor ) will be applied for the entire securities against the said Folio.