

Communication regarding updation of KYC documents of physical security holders

The Securities & Exchange Board of India (“SEBI”) pursuant to its Circular no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 in supersession of its earlier circulars dated November 3, 2021 & December 14, 2021 mandates all the physical security holders to update their PAN, Address with PIN code, Email address, Mobile Number, Bank Account details, Specimen Signature and Nomination details with the Company or Registrar and Share Transfer Agent (“RTA”) of the Company at the earliest.

The requirements of the circular are as follows:

- a) **Non-updation of KYCs:** Folios wherein any ONE of the cited documents (i.e PAN, Address with PIN code, Email address, Mobile Number, Bank Account details, Specimen Signature and Nomination) are not available on or after October 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 w.e.f. April 1, 2024 upon complying with the above stated requirements.

2) Please note that 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 Aadhar number by June 30, 2023. Security holders who are yet to link the PAN with Aadhar number are requested to get the same done before June 30, 2023. RTAs shall accept only valid PANs and the ones which are linked to the Aadhar number. The folios in which PAN is / are not valid as on the notified cut-off date of June 30, 2023 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 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:

- i) through 'In Person Verification' (IPV): by producing the originals to the authorized person of the RTA at MUFG Intime India Private Limited, Noble Heights, 1st Floor, Plot NH-2, C-1 Block, LSC,

Near Savitri Market, Janakpuri, New Delhi 110058, who will retain copy(ies) of the document(s).

ii) In **hard copy**: by furnishing self-attested photocopy(ies) of the relevant document with date at aforesaid address.

iii) through **electronic mode with e-sign**:

- In case your email is already registered with RTA, you may send the scanned copies of your KYC documents with e-sign at our dedicated email-id: kyc@in.mpms.mufig.com. Kindly mention the email subject line as "**KYC Updation - (Company Name) - Folio No: _____**"
- Investors can also upload KYC documents with **e-sign** on the website of RTA: <https://in.mpms.mufig.com> >> Investor Services >> KYC Compliance.

SEBI has introduced the following forms to standardize and simplify the processing of investor services requests by RTA

Particulars	Form Name
Request for registering PAN, KYC Details or Changes / updation thereof	<u>Form ISR - 1</u>
Confirmation of signature of securities holder by Bank	<u>Form ISR – 2</u>
For nomination as provided in the Rules 19 (1) of Companies (Share capital and debenture) Rules, 2014	<u>Form SH – 13</u>
Declaration Form for Opting-out of Nomination	<u>Form ISR – 3</u>
Cancellation of nomination by the holder(s) (along with ISR-3) / Change of Nominee	<u>Form SH - 14</u>
Request for issue of duplicate securities certificate; renewal/ exchange of securities certificate; consolidation of securities certificates/ folios; sub-division/splitting of securities certificate; endorsement; change in name of the holder; claim from unclaimed suspense account or suspense escrow demat account; transmission, transposition.	<u>Form ISR – 4</u>