

## Request To Physical Shareholders

Dear Shareholder,

As a part of its ongoing measures to protect the interest of the investors in the Securities Market, Securities and Exchange Board of India (SEBI), vide its Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 specified the common and simplified norms for processing any service request of shareholders by Registrar & Share Transfer Agents (RTAs) and providing electronic interface by RTAs for processing investor's queries, complaints and service requests.

SEBI, vide the said circular, also specified the formats for physical shareholders for raising the requests with regard to registration or changes / updation of PAN, KYC, nomination and also for banker's attestation of the signature of the shareholder in the event of major mismatch in the signature of the shareholder.

SEBI has also given certain clarifications in this regard vide circular no. SEBI /HO /MIRSD /MIRSD \_ RTAMB/P/CIR/2021/687 dated 14.12.2021. It has been made mandatory for all holders of physical shares to furnish / update the PAN, Nomination, Contact details, Bank account details and specimen signature with the Company's RTA.

### **Please note that -**

- **w.e.f. 01.01.2022, any service request will be entertained by the Company's RTA only upon registration / updation of PAN, KYC and Nomination details.**
- **The folios in which PAN / KYC/ Nomination details are not available / updated will be frozen by the Company's RTA w.e.f. 01.04.2023.**
- **Also note that the folios in which PAN is not linked to Aadhaar as on 31.03.2022 or any other date as may be specified by the Central Board of Direct Taxes will also be frozen by the Company's RTA.**
- **after December 31, 2025, the frozen folios shall be referred by RTA / Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and / or Prevention of Money Laundering Act, 2002**

Shareholders holding shares in physical form are requested to furnish / update their PAN / KYC/ Nomination details, if not done earlier, with Company's RTA by using the relevant forms as appended below:

<b>Sl No</b>	<b>Particulars</b>	<b>Form</b>
1	Request for registering PAN, KYC Details or changes / updation thereof	<u>ISR-1</u>
2	Confirmation of Signature of shareholder by the Banker (in case of major mismatch in the signature of the shareholder)	<u>ISR-2</u>
3	Nomination Form	<u>SH-13</u>
4	Cancellation or Variation of Nomination	<u>SH-14</u>
5	Declaration form for opting-out / cancellation of Nomination *	<u>ISR-3</u>

\*Please use Form SH-14 and Form ISR-3 for cancellation of the existing nomination.

In case of any query, kindly contact our RTA at the details provided below:

Bigshare Services Pvt. Ltd.  
1st Floor, Bharat Tin Works Building,  
Opp. Vasant Oasis, Makwana Road, Marol,  
Andheri(E), Mumbai - 400 059.  
Tel: 91-022-62638295  
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