

Important Information:

Mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities and henceforth issuance of securities in dematerialized form only.

SEBI vide its circular [SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655](#) dated November 03, 2021 has introduced common and simplified norms for processing investor's service request. Key highlights of the circular are as under.

- All holders of physical securities of the Company are mandatorily required to furnish the PAN, Nomination, Email ID, Mobile Number, Bank Account details and Specimen Signature to the RTA
- Any Service request shall be entertained only upon registration of the PAN, Bank Account details and Nomination; and
- To ensure that your PAN is linked to Aadhaar by March 31, 2022 or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of your folio.

Keeping the above statutory requirements in view, members holding shares in physical form are requested to furnish valid PAN, KYC details and Nomination immediately to the RTA in the required attached forms (as detailed below), to ensure that, their folios are not frozen on or after April 1, 2023. All shareholders who have not dematerialized their shares, are also advised to get their shares converted into demat/electronic form to get inherent benefits of dematerialization, as issuance of duplicate certificate, claim from unclaimed suspense account, renewal/exchange, endorsement, sub-division/split of security certificate, consolidation, transfer, transmission and transposition cases has been stopped w.e.f. January 25, 2022, as per SEBI regulations, circulars and settlement of market trades are taking place only in demat mode.

As per SEBI Circular [SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8](#) dated 25th January, 2022 it has been mandated that listed companies shall henceforth issue the securities in dematerialized form only while processing the service request by physical shareholders as mentioned in the circular.

Investors are requested to ensure the above details are updated with RTA before April 1, 2023, since folios for which the above details are not available thereafter shall be frozen.

The following forms are available on our website for the above-said purpose:

Form	Description
Form ISR-1	Request For Registering Pan, KYC Details Or Changes / Updating Thereof
Form ISR-2	Confirmation of Signature of securities holder by the Banker
Form ISR-3	Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies
Form SH-13	Declaration of Nomination
Form SH-14	Change in Nomination
Form ISR-4	Request for issue of Duplicate Certificate and other Service Requests