Form ISR – 1

(see 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]

Date:___/___/

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

	Postal Address	
Bank details	E-mail address	
□ Signature	Mobile number	
Demat Account details		

B. Security Details:

Name of the Issuer Company	Folio No.:
Name(s) of the Security holder(s)	1.
as per the Certificate(s)	2.
	3.
Number & Face value of securities	
Distinctive number of securities	From To

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

	\checkmark	Document /	Instruction / Remark	
		Information /		
		Details		
1	1 PAN of (all) the (joint) holder(s)			
		PAN		
		Whether it is Valid (linked to	PAN shall be valid only if it is linked to Aadhaar by March 31, 2022*	
		Aadhaar):	For Exemptions / Clarifications on PAN, please refer to Objection Memo in page 4	

2	Demat Account				
2	Number				
	Number	Also provide Client Master List (CML) of your Demat Account,			
		provided by the Depository Participant.			
3	Proof of Address of the	Provide any one of the documents, only if there is change in the address;			
	first holder	 Client Master List (CML) of your Demat Account, provided by the Depository Participant 			
		 Valid Passport/ Ration Card/ Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill. 			
		• Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.			
		 Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions. 			
		 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. The proof of address in the name of the spouse 			
4	Bank details	Provide the copy of the bank statement with details of bank name,			
		branch, account number and IFS Code or copy of cheque leaf. Alternatively, Bank details available in the CML will be updated in the folio.			
5	E-mail address				
		Alternatively the e-mail address available in the CML will be updated in the folio			
6	Mobile				
		Alternatively the mobile number available in the CML will be updated in the folio			
7	Specimen Signature	• Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 in SEBI circular			
		SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655_dated_November 03, 2021) and • Original cancelled cheque			
8	Nomination**	• Providing Nomination: Please submit the duly filled up Nomination			
0	Nomination	Form (<u>SH-13</u>) <u>or</u> 'Declaration to Opt out of Nomination' as per <u>Form</u> <u>ISR-3</u> , in <u>SEBI</u> <u>circular</u> <u>SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated November</u>			
		<u>03, 2021</u>			
		Change in Existing Nomination: Please use Form SH-14 in SEBI circular SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655			
		• Cancellation of Existing Nomination: Please use Form SH-14 and			
		Form ISR – 3			
* or any date as may be specified by the CBDT					

** Nomination (Form SH-13 or SH-14) / 'Declaration to Opt-Out of nomination' (Form ISR – 3), has to furnished by the holder(s) separately for each listed company.

Mode of submission of documents to the RTA

Please use any one of the following mode;

- 1. In Person Verification (**IPV**): by producing the originals to the authorized person of the RTA, who will retain copy(ies) of the document(s)
- 2. In hard copy: by furnishing self-attested photocopy(ies) of the relevant document, with date
- 3. Through e-mail address already registered with the RTA, with e-sign of scanned copies of documents
- 4. Service portal of the RTA with e-sign with scanned copies of documents, if the RTA is providing such facility

Note

- It is mandatory for holders of physical securities in listed company to furnish PAN, full KYC details (address proof, bank details, e-mail address, mobile number) and Nomination (for all the eligible folios).
- Upon receipt or up-dation of bank details, the RTA automatically, pay electronically, all the moneys of / payments to the holder that were previous unclaimed / unsuccessful.
- RTA shall update the folio with PAN, KYC details and Nominee, within seven working days of its receipt. However, cancellation of nomination, shall take effect from the date on which this intimation is received by the company / RTA.
- RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination.

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our folio (s) ______, ____, in which I / We are the holder(s) (strike off what is not applicable).

	Holder 1	Holder 2	Holder 3
Signature	\checkmark	\checkmark	\checkmark
Name	√	√	
Full postal address	\checkmark		
PIN			

Declaration: All the above facts stated are true and correct.

(Page 4 is for information to investors; print out of the same is not needed.)