

SEBI Circular on Common and Simplified Norms for Processing Investor's Service Request by RTAs and Norms for furnishing PAN, KYC and Nomination.

Attention of the Holders of Securities in Physical Mode is invited to Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021 and clarification vide Circular No. SEBI/HO/MIRSD/MIRSD-RTAMB/P/CIR/2021/687 dated December 14, 2021 issued by SEBI.

SEBI vide these Circulars have mandated the furnishing of PAN, Address with PIN code, Email address, Mobile Number, Bank Account details, Specimen Signature and Nomination by holders of physical securities.

Effective January 1, 2022, Grievance Redressal / Service Requests can be availed with the RTA only after the required Documents / Complete data as mandated are furnished for physical folios.

If any ONE of the cited documents / details as enunciated in the said circular are NOT available on or after April 1, 2023, the folios shall be Frozen by the Listed Company / Registrar and Share Transfer Agent of the Company (RTA).

Unless the aforesaid requirements are complied with, the security holders in the frozen folios shall NOT be eligible:

- A. To lodge any grievance or avail service request from the RTA.
- B. To receive any payment including dividend, Interest or Redemption Amount (which would be only through Electronic Mode).

Non-Compliant Frozen folios shall be referred by the RTA / Listed Company to the Administering Authority under the Benami Transactions (Prohibition) Act, 1988 and or Prevention of Money Laundering Act 2002, if they continue to remain frozen as on December 31, 2025.

Formats for KYC

Form	Purpose
Form ISR-1	Request for Registering PAN, KYC details OR Changes/updates there of (only for securities held in physical)
Form ISR-2	Confirmation of Signature of securities holder by Banker
Form ISR-3	Declaration for Opting-out of Nomination by holders of physical securities in Listed Companies
Form SH-13	Nomination Form
Form SH-14	Cancellation OR Variation of Nomination

Note: All the above forms are available on the website of the RTA. Link for downloading the forms: <https://web.linkintime.co.in/KYC-downloads.html>