

Important Notice for holders of Physical securities

Sub: Mandatory furnishing/updating of PAN, full KYC details and Nomination

Ref: Securities and Exchange Board of India (SEBI) Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021 read together with SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021 (the "SEBI Circulars").

We refer to the above SEBI circulars that have mandated furnishing of the following by **holders of physical securities**:

1. PAN,
2. Address with PINCODE,
3. Email address,
4. Mobile number,
5. Bank account details,
6. Nomination and
7. Specimen signature.

The salient features and requirements of the SEBI Circulars are as follows:

- A. **Non - updation of KYC - Folios : wherein any ONE** of the above cited details/documents (i.e PAN, Bank Details, Nomination) **are not available on or after April 01, 2023, shall be frozen as per SEBI circular.**

Notes:

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 upon complying with the above stated requirements.

- 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 March 31, 2022. Security holders who are yet to link the PAN with Aadhar number are requested to get the same done before March 31, 2022. Post March 31, 2022 or any other date as may be specified by the CBDT, 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 **March, 31, 2022 or any other date as may be specified by the CBDT, shall also be frozen.**

Further, as per the above SEBI Circulars, RTA/ Company shall refer the frozen folios to the administering authority under the Benami Transaction (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002, after December 31, 2025.

SEBI has prescribed the following forms to furnish the details required to Bigshare Services Private Limited, RTA of the Company by the physical securities holders:

Sr No.	Form No.	Description of the Form	Link
1	ISR-1	Request for Registering PAN, KYC Details or Changes / Updation	
2	ISR-2	Confirmation of Signature of securities holder by the Banker	
3	ISR-3	Declaration Form for Opting-out of Nomination	
4	SH-13	Nomination Form (Members are requested to avail of the nomination facility)	
5	SH-14	Cancellation or Variation of Nomination	