

Advice – Shareholder’s Holding shares in physical mode

SEBI vide its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 read with Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021 (“SEBI Circulars”) has mandated all the listed Companies to record the PAN, Nomination, KYC Details of all the shareholders and Bank Account details of first holder. **This is applicable for all the shareholder’s holding shares in Physical mode.**

Details/ Documents to be submitted:

In view of the aforesaid mandatory requirement, Shareholder’s are requested to submit their self-attested/signed and dated documents / details, as mentioned below alongwith the request letter, to the Investor Services Department, TSR Darashaw Consultants Private Limited, Registrar and Share Transfer Agent of the Company (RTA) having their office at C-101, 1st Floor, 247 Park, Lal Bahadur Shastri Marg, Vikhroli West, Mumbai – 400083 in either physical form or send documents with e-signature through email at the dedicated email id as mentioned under the instructions given under the para “Mode and Manner of Submission of Documents to the RTA”:

- **PAN, KYC Details, Bank account details, contact details etc in Form ISR-1;**
- **Confirmation of Signature of securities holder by the Banker in Form ISR-2;**
- **Nomination Form in SH-13 or Declaration to opt-out of Nomination in Form ISR-3**
- **SH-14 for Cancellation / change in Nomination, if there is change in Nomination registered**

Mode and Manner of submission of Documents to the RTA

The abovementioned Forms/documents can be submitted with the RTA **through anyone** of the following modes:

- through ‘In Person Verification’ (IPV): the authorized person of the RTA shall verify the original documents furnished by the investor and retain copy(ies) with IPV stamping with date and initials;
- through hard copies which are self-attested and dated; and
- through electronic mode with e-sign, as elaborated subsequently at the email id kyc@tcplindia.co.in.

Any service request sent by the shareholder will be attended subsequent to registration of the above information against the folio on receipt of the above forms duly signed and complete along with self-attested and dated supporting documents.

For all service requests, except transmission, copies of documents that are submitted in hard copy should be self-attested and dated by the shareholder, shall be processed by the RTA.

The shareholder's can download the forms mentioned in SEBI Circulars, by clicking at the link provided against each Form, as given below:

Sr. No.	File Name	Click to Download
1	Form ISR-1 - Request for registering PAN, KYC details or changes / updation thereof	Download
2	Form ISR-2 - Confirmation of Signature by the Banker	Download
3	Form ISR-3 - Opting out of Nomination	Download
4	Form SH-13 - Nomination Form	Download
5	Form SH-14 - Cancellation of Nomination	Download

Shareholder's may please note that it is compulsory for every Shareholder's to link their individual PAN with their Aadhaar latest by March 31, 2022.

Accordingly, shareholder(s) are requested to ensure the above details are updated with the RTA on or before **April 1, 2023**, post this date, the folios for which the above details are not available thereafter shall be frozen. Further, shareholder(s) may please note that, in case the Folios continue to remain frozen **as on December 31, 2025**, they shall be referred to administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002 or shall be treated in accordance with applicable laws as amended from time to time.

In case of any queries, you may contact the Company or its Registrar and Transfer Agent at investors@summitsecurities.net or csg-unit@tcplindia.co.in.