

SUMMIT SECURITIES LIMITED

Advice – Shareholder’s Holding shares in physical mode

SEBI vide its Master Circular No. **SEBI/HO/MIRSD/POD-1/P/CIR/2024/37** dated **May 07, 2024** has mandated all shareholders/claimants holding shares in **physical mode** to update their **PAN, KYC details (address, contact details, bank account, specimen signatures), and Nomination** details in their respective folios while requesting for any of the following services to the Company/its RTA including the mandatory issue of securities in demat mode:

- (a) Issue of duplicate securities certificate;
- (b) Claim from Unclaimed Suspense Account;
- (c) Renewal / Exchange of securities certificate;
- (d) Endorsement;
- (e) Sub-division / Splitting of securities certificate;
- (f) Consolidation of securities certificates/folios;
- (g) Transmission;
- (h) Transposition.

Details/ Documents to be submitted:

In view of the aforesaid mandatory requirement, Shareholders **holding shares in Physical mode** are requested to submit their PAN, Choice of Nomination, Contact details (Postal Address with PIN and Mobile Number), Bank A/c details and Specimen signature for their corresponding folio numbers, as mentioned below by executing the Investor Request Form – Form ISR-1, Form ISR-2, Form SH-13 and submission of the same along with the supporting, to the Investor Services Department, **MUFG Intime India Private Limited**(formerly known as Link Intime India 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”:

All shareholders who have not furnished the documents/details viz., PAN, E-mail address, mobile number, bank account and nomination are requested to send the documents given below:

- 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 in **Form SH-13** or Declaration to opt-out of Nomination in **Form ISR-3**
- **Form SH-14** for Cancellation or variation of Nomination, if there is change in Nomination registered

Shareholders are advised and encouraged to register their e-mail ID also to avail the online services.

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 Post:** Hard copies of self-attested documents.
- **Through electronic mode with e-SIGN:** The holder(s)/claimant(s) may furnish the documents to RTA electronically including by way of email or through services portal of the RTA provided the documents furnished shall have e-sign* of the holder(s)/claimant(s).

*E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-Sign user. The holder/claimant may approach any of the empanelled e-Sign Service Providers, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.

Any service request sent by the shareholder will be attended subsequent to the folio being KYC Complaint. The folio can be KYC complaint on submission 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.

All shareholders, who have not yet dematerialized their shares, are also herewith advised to get their shares dematerialized as per above-mentioned SEBI Circular.

Details of the RTA are given below:

MUFG Intime India Private Limited

[Formerly known as Link Intime India Private Limited.]

Address: C-101, 1st Floor, 247 Park,
Lal Bahadur Shastri Marg, Vikhroli West, Mumbai – 400083
Email: csg-unit@in.mpms.mufg.com
Tel: +91-8108118484.

The shareholders 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 – Declaration form for opting-out of Nomination	Download
4	Form SH-13 - Nomination Form	Download
5	Form SH-14 – Cancellation or Variation of Nomination	Download

In case of any queries, you may contact the Company or its Registrar and Transfer Agent at investors@summitsecurities.net or [change](#) email id given above (can check from share reco report)