

Mandatory furnishing of PAN, KYC details and Nomination by Shareholders holding shares of the Company in Physical Form

SEBI vide its circular No. [SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37](#) dated March 16, 2023 has mandated all shareholders holding shares in physical form to furnish the following:

(1) Permanent Account Number (PAN)

The **PAN furnished by the shareholders must be linked to their Aadhar number**. The Central Board of Direct Taxes (CBDT) had extended the date for linking PAN with Aadhar number to 30th June, 2023. Accordingly, from 1st July, 2023 (or such other date as may be specified by CBDT), PAN which is not linked to Aadhar number will not be considered as KYC compliant. The PAN can be registered through [Form ISR-1](#).

(2) Contact details, including **Postal address with PIN** and **Mobile number**; Shareholders should also register their **E-mail ID** with the Company to avail the online services. The contact details can be registered/updated through [Form ISR-1](#).

(3) Bank Account details, including **bank and branch name, bank account number, MICR Code** and **IFS Code**. The Bank Account details can be registered/updated through [Form ISR-1](#).

(4) Specimen Signature

Shareholders can register / update their specimen signature through [Form ISR-1](#). For this purpose, the Shareholders can **-either** furnish (a) self-attested original cancelled cheque bearing the name of the shareholder or self-attested copy of Bank Passbook / Statement, and (b) their specimen signature, duly attested by their banker in the prescribed [Form ISR-2](#), pertaining to the same bank account as mentioned under (a) above;

or visit the Registrar and Share Transfer Agent (“RTA”) of the Company in person and sign before the authorised officials along with original PAN Card and any one of the following original documents for verification – (a) Aadhaar, (b) Passport, (c) Driving License in Smart Card form / Book form / copy of digital form, (d) Identity Card / document with the Shareholder’s photo issued by Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by their employer with date and organisation stamp. The Shareholders shall be required to submit to the RTA self-attested copies of the said documents.

(5) Nomination/ Declaration to Opt-out of Nomination (for all eligible folios)

Shareholders should furnish to the RTA their nomination details through [Form SH-13](#). The Shareholders can opt out of nomination through [Form ISR-3](#) after cancelling his existing nomination, if any, through [Form SH-14](#).

Note : As mandated by SEBI, now RTA shall be able to process any service request received from a Shareholders holding shares in the physical form (for example, issue of duplicate share certificates, sub-division, consolidation, renewal of share certificates, change of

address etc.) only after they provide all the aforesaid information i.e. PAN, contact details, bank account details, specimen signature and nomination details.

Important Links
SEBI Circular
Form ISR-1
Form ISR-2
Form ISR-3
Form SH-13
Form SH-14