

Dear Investor,

**Subject: Reminder to update KYC details pursuant to SEBI Circular bearing reference no SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023 in supersession of earlier circulars issued by SEBI bearing reference nos SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 & SEBI/HO/MIRSD/MIRSD RTAMB/ P/CIR/2021/687 dated 3rd November, 2021 and 14th December, 2021 respectively.**

We refer to the above circulars issued by SEBI that mandate all the listed companies to record PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Nomination of holders of physical securities. Email ID is optional; however, the security holders are requested to register email id also to avail online services. This is applicable for all security holders holding shares in physical mode.

The salient features and requirements of the circular are as follows:

A) **Non – updation of KYC:** Folios wherein any ONE of the above cited details/documents, (i.e. PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Nomination) is/are not available on or after October 01, 2023, shall be frozen as per SEBI circular.

**Notes:**

1) The securities in the frozen folios shall BE ELIGIBLE:

- To lodge any grievance or avail of any service from us, only after furnishing the complete documents / details as mentioned above.
- To receive any payment including dividend, interest, or redemption amount (which would be only through electronic mode) only after they comply with the above stated requirements.

2) a) The formats for Nomination and Updation of KYC details viz; Forms ISR-1, Annexure to Form ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI circular are also available on our website as mentioned here below:

<https://www.linkintime.co.in> → Resources → Downloads → KYC → Formats for KYC

In case you hold shares in multiple Companies, serviced by Link Intime India Pvt. Ltd., wherein the names of the holders are in the same order, you may download the Annexure to Form ISR-1, from the above-mentioned website & provide the details of all such Companies & corresponding folios & submit along with other KYC documents.

b) For registering new bank details or where there is a change in such details, mandatory submission of **Original cancelled cheque leaf** bearing the name of the first named security holder or alternatively, submission of copy of bank passbook/ statement attested by the bank along with Form ISR- 2 is required. In the case of joint holding, updation of bank details will be done based on the documents provided by the first holder only.

B) **Mandatory Linkage of PAN with Aadhaar**—It is mandatory to link PAN with Aadhaar number by June 30, 2023, as per the Central Board of Direct Taxes ( CBDT). Security holders who are yet to link their PAN with Aadhaar number are requested to get the same done before June 30, 2023. Post June 30, 2023 or any other date as may be specified by the CBDT, we will accept for registration only valid PANs which have been linked to their corresponding Aadhaar numbers. **The securities held in folios which have no PAN registered against the same or have invalid PAN registered on our records, as on notified cut-off date of June, 30, 2023 or any other date as may be specified by the CBDT, shall also be frozen.**

**Note:** - Security holders from Sikkim can provide self-attested copy of Aadhaar Card/Voter's Card/Driving License/Passport OR any other identity proof as issued by the Govt.

In view of the above, we request you to submit at the earliest, the KYC Request Form printed overleaf, and Form ISR-1 duly signed along with the required supporting documents, as applicable.

You may use any ONE of the following modes for submission:

1. **In Person Verification (IPV):** by producing the originals to the authorised person of the RTA, who will retain copy(ies) of the document(s). Please note **the registered shareholder(s) has to visit the office of the RTA for IPV and not his/her representative.**
2. **In hard copy:** by furnishing self-attested photocopy(ies) of the relevant document, with date.
3. **With e-sign:**
  - (a) In case your email id is already registered with us, you may send the scanned copies of your KYC documents with additionally e-sign affixed on the documents at our dedicated email-id: [kyc@linkintime.co.in](mailto:kyc@linkintime.co.in). Kindly mention the email subject line as "KYC Updation - (Company Name) - Folio No : \_\_\_\_\_"
  - (b) Securities holders can also upload KYC documents with additionally e-sign affixed on the documents on our website <https://www.linkintime.co.in> → Investor Services → KYC Compliance.

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-sign user. You may approach any of the empaneled e-sign service providers available on <https://cca.gov.in/> for the purpose of obtaining e-sign.

Yours faithfully,  
For Link Intime India Pvt. Ltd.  
Investor Relation Cell (IRC)

*This is a computer generated letter and hence no signature is required. If you have already submitted the documents for updating KYC or have dematerialised your physical securities, please do not submit the documents again.*

**KYC FORM**

To, Date:    /    /  
**Link Intime India Private Limited.** Folio No: \_\_\_\_\_  
 C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083. No of Shares: \_\_\_\_\_  
 Unit : \_\_\_[ COMPANY NAME ]\_\_\_\_\_ Serial No: \_\_\_\_\_

Dear Sir/Madam,

I/We, refer to the current status of the above-mentioned folio as provided by you in the following table:

Name of the Security holder(s)	PAN ( A )	Specimen Signature ( B )	Email ID ( C )	Mobile No. ( D )	Nominee Details ( E )
Aaa	Registered (masking)	Required	Required	Required	Required
Bbb	Registered (masking)	Required	Not Applicable	Not Applicable	Not Applicable
Ccc	Registered (masking)	Required	Not Applicable	Not Applicable	Not Applicable
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**Bank Details :**

<b>Name of the Bank</b>	
<b>Bank Account Number</b>	*** Mask if Present
<b>IFSC</b>	MICR No :

I/We are forwarding herewith Investor Service Request Form ISR-1 along with the required supporting KYC documents for updation.

**Signature(s) :**

First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
Aaa	Bbb	Ccc	-----

Barcode (Normal/Speed)	<b>Postal No :</b>	<b>Serial No :</b>
TTL + Name of the Holder		
_____	(Address 1)	
_____	(Address 2)	
_____	(Address 3)	
_____	(Address 4)	
City _____	PIN _____	
<b>Unit Name :</b>	<b>Print Date :</b>	