

## **Standard norms for investors' services and mandatory furnishing of PAN, KYC and nomination by holders of physical securities**

The SEBI vide its circular no. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 3, 2021 has introduced common and simplified norms for processing investor's service request by the Registrar and Share Transfer Agent ("RTA") of the Company. The Circular is effective from 1st January, 2022 and provides mandatory norms for furnishing PAN, KYC and nomination details/option, freezing of folios having no valid PAN and compulsory linking of Aadhar with PAN by investors in physical form etc. Further, SEBI vide circular no. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated December 14, 2021 has issued clarifications with respect to the Circular dated November 3rd, 2021 as above.

Shareholders holding shares of the Company in physical form are mandatorily required to furnish the following documents / details on priority to RTA of the Company i.e. Link Intime India Private Limited, at the RTA's address provided below. Shareholder can also send above documents duly e-signed through the registered email id only at [kyc@linkintime.co.in](mailto:kyc@linkintime.co.in) / [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in). Shareholder also ensure that the PAN should be linked with Aadhar, in accordance with the notifications issued by the Central Board of Direct Taxes from time to time:

1. PAN
2. Nomination
3. Contact Details and email address
4. Bank Account details and Specimen Signature

**Investors may note that such folios wherein any of the above document / details are not provided to the RTA of the Company will not be eligible to lodge grievances or avail service request from RTA of the Company till such time that the above details are furnished. Further, if such document / details remain un-updated by April 1, 2023, such folios shall be frozen by the RTA of the Company and shareholders will not be eligible for receipt of dividend / interest / redemption in physical mode.**

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

All shareholders, who have not yet dematerialized their shares, are also herewith advised to get their shares dematerialized to get the corporate benefits.

### **Details of the RTA of the Company: Link Intime India Private Limited**

Address: C -101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai - 400083

Contact no.: 022-49186270 / 49186000 / 49186060

Email address: [kyc@linkintime.co.in](mailto:kyc@linkintime.co.in) / [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in)

Website: <https://www.linkintime.co.in>