

Attention!!!

Mandatory furnishing of PAN, KYC details and Nomination by Physical Shareholders

Securities and Exchange Board of India (SEBI) has issued Circular No. SEBI/HO/MIRSD/MIRSD-POD-1/P/CIR/2023137 dated 16th March, 2023 in suppression to earlier circulars viz. circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November, 2021 and further clarification thereof dated 14th December, 2021 making it mandatory to furnish PAN, Nomination / Declaration to opt-out of Nomination, Contact details, Bank Account details and Specimen Signature by Physical Shareholders. Further, SEBI vide its Master Circular No. SEBI/HO/MIRSD/POD-1/ P/CIR/2023/70 dated 17th May, 2023 has inter alia compiled the provisions of the Circular dated 16th March, 2023 and rescinded the same.

Pursuant to above Circulars, SEBI has made it mandatory for all holders of physical securities in listed companies to furnish PAN, Nomination / Declaration to opt-out of Nomination, Contact details, Bank Account details and Specimen Signature. The folios wherein any one of the cited document/details as stated in the said circulars not available on or after 1st October, 2023, shall be frozen by the RTA. Frozen folios shall be referred by the RTA / listed company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002, if they continue to remain frozen as on 31st December, 2025.

However, SEBI vide its Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2023/158 dated 26th September, 2023 extended the last date for submission of PAN, Nomination, Contact details, Bank Account details and Specimen signature to 31st December, 2023. Further, SEBI vide its Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated 17th November, 2023 has amended the provisions of Para No. 19.2 of the Master Circular dated 17th May, 2023 and done away with the provisions relating to freezing of folios and referring frozen folios to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002.

Therefore, we would like to bring to your kind notice and attention that as an on-going measure to enhance the ease of doing business for investors in the securities market, SEBI, vide its circular dated 3rd November, 2021 (subsequently amended by circulars dated 14th December, 2021, 16th March, 2023 and 17th November, 2023) has provided common and simplified norms for processing investor's service request by RTAs and norms for mandatory furnishing of PAN, KYC details and Nomination. This circular is effect from April 01, 2024 and the same is enclosed herewith.

Suvidhaa Infoserve Limited

(Formerly known as Suvidhaa Infoserve Pvt. Ltd.)

CIN No. L72900GJ2007PLC109642 | **GSTIN.** 27AAKCS9448K1ZJ

Registered Office: Unit No 02, 28th Floor, GIFT-II Building, Block No. 56, Road-5C, Zone-5, Gift City, Gandhinagar- 382355 Gujarat, India

Corporate Office: 14, Olympus Industrial Estate, Off. Mahakali Caves Road, Andheri (East), Mumbai - 400 093. Maharashtra, India

Tel.:+ 91 9223 225 225 .Email: cs@suvidhaa.com URL: www.suvidhaa.com

Mandatory furnishing of PAN, KYC details & Nomination by holders of Physical Securities:

Sr. No.	Details to be updated	through Form
a.	PAN (must be compulsorily linked with Aadhar number)	Form ISR – 1
b.	Contact details such as postal address with PIN, Mobile number, E-mail address	Form ISR – 1
c.	Bank account details	Form ISR – 1
d.	Specimen Signature updation	Form ISR – 1
e.	Confirmation of Signature of securities holder by the Banker	Form ISR – 2
f.	Nomination form	Form SH – 13
g.	Cancellation or Variation of Nomination	Form SH – 14
h.	For Opting-out of Nomination	Form ISR – 3

All the aforesaid Forms are available for download on RTA website: <https://liiplweb.linkintime.co.in/KYC-downloads.html> Any queries relating to the forms can be directed to the Company at cs@suvidhaa.com

SEBI, vide its circular dated November 03, 2021 (subsequently amended by circulars dated December 14, 2021, March 16, 2023 and November 17, 2023) mandated that the security holders (holding securities in physical form), whose folio(s) do not have PAN or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature updated, shall be eligible for any payment including dividend, interest or redemption in respect of such folios, only through electronic mode with effect from April 01, 2024.

Please note that relevant forms duly filled and signed along with necessary documents are to be sent to the RTA:

Link Intime India Pvt. Ltd

Unit: Suvidhaa Infoserve Limited

C 101, Embassy 247, L.B.S.Marg,

Vikhroli (West), Mumbai – 400083

Toll-free number: 1800 1020 878

E-mail: rnt.helpdesk@linkintime.co.in

Please note all the relevant SEBI circulars are available on SEBI website:

<https://www.sebi.gov.in/sebiweb/home/HomeAction.do?doListing=yes&sid=1&ssid=7&smid=0>

Further, relevant FAQs have also been published by SEBI on its website at the following web link for investor awareness:

https://www.sebi.gov.in/sebi_data/faqfiles/jan-2024/1704433843359.pdf

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