# FORM ISR– 1

**REQUESTFORREGISTERINGPAN,KYCDETAILSORCHANGES/UPDATIONTHEREOF**

[ForSecurities(Shares/Debentures/Bonds,etc.)oflistedcompaniesheldinphysicalform]

Date:___/____/_____

**A.** I /WerequestyoutoRegister/Change/ Updatethefollowing(Tick✓relevantbox)

| | |
|---|---|
| ☐PAN | ☐PostalAddress |
| ☐Bankdetails | ☐E-mailaddress |
| ☐Signature | ☐Mobilenumber |
| DematAccountdetails | |

**B. SecurityDetails:**

| NameoftheIssuerCompany | | FolioNo.: |
|---|---|---|
| Name(s) of the Security holder(s) as per theCertificate(s) | 1.<br>2.<br>3. | |
| Number & Face value of securities | | |
| Distinctive number of securities | From To | |

**C. I/WearesubmittingdocumentsasperTablebelow**(tick✓asrelevant,refertotheinstructions):

| | ✓ | Document /Information / Details | Instruction/Remark |
|---|---|---|---|
| 1 | | PANof(all)the(joint)holder(s) | |
| | | PAN Whether itisValid (linked toAadhaar): ☐Yes ☐No | PANshallbevalidonlyifitislinkedtoAadhaarbyMarch31,2021*<br><br>ForExemptions/ClarificationsonPAN,pleaserefertoObjectionMemoinpage4 |

| 2 | | Demat Account Number | AlsoprovideClientMasterList(**CML**)ofyourDematAccount,providedby theDepository Participant. |
|---|---|---|---|
| 3 | | Proof of Addressofthefirs tholder | Provide any one of the documents, only if there is change in theaddress;<br>• Client Master List (**CML**) of your Demat Account, provided bytheDepository Participant<br>• ValidPassport/RationCard/RegisteredLeaseorSaleAgreement of Residence / Driving License / Flat Maintenancebill.<br>• Utility bills like Telephone Bill (only land line), Electricity bill orGasbill-Notmorethan3monthsold.<br>• Identity card / document with address, issued by any of thefollowing:Central/StateGovernmentanditsDepartments,Sta tutory / Regulatory Authorities, Public Sector Undertakings,ScheduledCommercialBanks,PublicFinancialInstit utions.<br>• For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / orapostilled or consularised) that gives the registered addressshould betaken.<br>• Theproofofaddressin thenameofthe spouse |
| 4 | | Bankdetails | Provide the copy of the bank statement with details of bank name,branch,accountnumberand IFSCodeorcopyof cheque leaf. Alternatively,BankdetailsavailableintheCMLwillbeupdatedin thefolio. |
| 5 | | E-mailaddress | _____<br>Alternativelythee-mailaddressavailableintheCMLwillbeupdated inthefolio |
| 6 | | Mobile | _____<br>AlternativelythemobilenumberavailableintheCMLwillbeupdated inthefolio |
| 7 | | Specimen Signature | • Provide banker's attestation of the signatureof the holder(s)asper**FormISR–2**inSEBIcircularSEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 datedNovember 03,2021)and<br>• Originalcancelledcheque |
| 8 | | Nomination** | • ProvidingNomination:PleasesubmitthedulyfilledupNomination Form(**SH-13**)or'DeclarationtoOptoutofNomination'asper**FormISR–3**,inSEBIcircularSEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 datedNovember 03,2021<br>• Change in Existing Nomination: Please use **Form SH-14** in SEBIcircular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655datedNovem ber03,2021<br>• CancellationofExistingNomination:Pleaseuse**FormSH-14** and**FormISR–3** |

* or any dateas maybespecified by the CBDT
**Nomination(**FormSH-13orSH-14**)/'DeclarationtoOpt-Outofnomination'(**FormISR**–3),hastofurnishedby theholder(s)separatelyfor each listedcompany.

**ModeofsubmissionofdocumentstotheRTA**

Pleaseuseanyoneofthefollowingmode;

1. InPersonVerification(**IPV**):byproducingtheoriginalstotheauthorizedpersonoftheRTA, whowillretaincopy(ies) ofthe document(s)
2. Inhardcopy: by furnishingself-attestedphotocopy(ies)of the relevant document,with date
3. Throughe-mailaddressalreadyregisteredwiththeRTA,withe-signofscannedcopies ofdocuments
4. ServiceportaloftheRTAwithe-signwithscannedcopiesofdocuments,iftheRTAisprovidingsuchfacility

**Note**

- It is mandatory for holders of physical securities in listed company to furnish PAN, fullKYCdetails(addressproof,bankdetails,e-mailaddress,mobilenumber)andNomination(foralltheeligiblefolios).

- Upon receipt or up-dation of bank details, the RTA automatically, pay electronically, allthemoneysof/paymentstotheholderthat werepreviousunclaimed/unsuccessful.

- RTA shall update the folio withPAN, KYC details and Nominee, within sevenworkingdays of its receipt. However, cancellation of nomination, shall take effect from the dateonwhichthis intimationisreceived bythecompany/RTA.

- RTAshallnotinsistonAffidavitsorAttestation/Notarizationorindemnityforregistering/up-dating /changingPAN,KYCdetails andNomination.

**Authorization**: I/We authorise you (RTA) to update the above PAN and KYC details in my /ourfolio(s)_____,

_____,inwhichI/Wearetheholder(s)(strikeoffwhatisnotapplicable).

**Declaration:**Alltheabovefactsstatedaretrueandcorrect.

|  | Holder1 | Holder2 | Holder3 |
|---|---|---|---|
| Signature | ✓ | ✓ | ✓ |
| Name | ✓ | ✓ | ✓ |
| Fullpostaladdress | ✓ |  |  |
| PIN | ✓ |  |  |

# ObjectionMemo thatcanbe raised bytheRTA

(only if the relevant document / details is / are not available in the folio or if there is amismatch/discrepancyin thesameorchangethereof)

**Note**

RTAs shall raise all objections, if any / at all, in one instance only; the RTA shall not raisefurtherobjectionsonthesameissueagainandagain,aftertheholder/claimantfurnishesall the prescribed documents and details, unless there is any deficiency / discrepancy in thesame.

| No. | Item | Documents/DetailstobeprovidedtotheRTA bytheholder(s)/claimant(s) |
|---|---|---|
| 1 | PAN– ExceptionsandClarification | 'Exemptions/clarificationstoPAN',asprovidedinclauseDto'Instructions/ Check List for Filing KYC Forms' in Annexure – 1 to SEBIcircularNo.MIRSD/SE/Cir-21/2011datedOctober05,2011onUniformKnowYourClient(KYC)RequirementsfortheSecuritiesMarket,shallalsoapplicableforholder(s)/claimant (s)ofsecurities heldinphysicalmode. |
| 2 | MinormismatchinSignature - minor | TheRTAshallintimatetheholderattheexistingaddress,seekingobjection, ifany,within15days |
| 3 | MajormismatchinSignature or its non-availabilitywiththeRTA | • Banker'sattestationofthesignatureoftheholder(s)asper**FormISR–2** <br>• Originalcancelledcheque |
| 4 | Mismatch inName | Furnishanyoneofthefollowingdocuments,explainingthedifferenceinnames; <br>• UniqueIdentificationNumber(UID)(Aadhaar) <br>• ValidPassport <br>• Drivinglicense <br>• PANcardwith photograph <br>• Identity card / document with applicant's Photo, issued by any ofthe following: Central / State Government and its Departments,Statutory/RegulatoryAuthorities,PublicSectorUndertakings,ScheduledCommercialBanks,PublicFinancialInstitutions <br>• Marriagecertificate <br>• Divorcedecree |
| 5 | Presentaddressofthe holderisnotmatching withtheaddressavailableinthefolio | RTAshallissue intimationtoboththeoldandnewaddresses. <br>If the letters sent to either the old and or new addresses is / areundelivered or if there is an objection in response to this letter, thenprovideanyoneofthe following; <br>• anyoneofthedocumentsinrow3in**TableC**,reflectingtheoldaddress or <br>• Counterfoilofdividendwarrantreceivedfromthecompanyor <br>• Bankstatementshowingthecreditofpreviousdividendreceived <br>Theaboveprocedurewillbeapplicableforrequestforchangeinaddress of the holder also |

(Page4 isforinformationto investors;printout ofthesame isnotrequired)