

Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination

Dear Physical Shareholders,

We would like to draw your attention to Circular Nos. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 and SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 issued by the Securities and Exchange Board of India (SEBI) pertaining to common and simplified norms for processing investors service requests by RTAs and norms for furnishing PAN, KYC details and Nomination.

In view of the above, all the members who hold the shares in physical form, are requested to update their PAN and other KYC details alongwith nomination as per aforesaid SEBI Circular, for following purposes:

- (1) To process any service request from the holder;
- (2) Electronic interface for processing investor's queries, complaints and service request
- (3) Mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities
- (4) To avoid freezing of folios without valid PAN, KYC details and Nomination
- (5) Compulsory linking of PAN and Aadhaar by all holders of physical securities
- (6) Other purpose as per circular attached

This circular is available on SEBI website at www.sebi.gov.in for your perusal.

In case of any query, feel free to reach out to us.