

**PLEASE SEND THE FOLLOWING DOCUMENTS TO OUR RTA (ADDRESS MENTIONED BELOW) FOR CHANGE OF ADDRESS :-**

1. Written Letter duly signed by the shareholder concerned quoting Ledger Folio Number,
2. Self Attested copy of PAN Card of Shareholder,
3. Cancelled Cheque Leaf of Bank Account having Name of the shareholder **OR** Cancelled Cheque Leaf alongwith Copy of 1st Page of Passbook of Bank Account of shareholder,
4. Email ID of shareholder,
5. Self Attested copy of New Address Proof of Shareholder (Copy of any one of the following having new address):-
  - a. Election ID
  - b. Driving License
  - c. Passport
  - d. Electricity Bill
  - e. Water Bill
  - f. Aadhaar Card
6. Duly filled in Format for Correction of Name / Address / Bank particulars (Format attached),
7. Shareholder's Signature Verification Certificate as issued by the Bank Manager under his / her Name, Designation, Employee Code and Bank's Rubber Stamp (Format attached).

**ADDRESS OF RTA :-**

**M/S. LINK INTIME INDIA PVT. LTD.  
B-102 & 103, SHANGRILA COMPLEX, OFF. HDFC BANK,  
NEAR RADHAKRISHNA CHAR RASTA, AKOTA,  
VADODARA – 390020**

**Tel. No. : 0265 - 2356 573 / 2356 794**

**Email : [alpesh.gandhi@linkintime.co.in](mailto:alpesh.gandhi@linkintime.co.in) / [vadodara@linkintime.co.in](mailto:vadodara@linkintime.co.in)**

# Form ISR – 1

(-SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

## REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

A. I / We, request you to Register / Change / Update the following (Tick ✓ relevant box)

Date : / /

<input type="checkbox"/> PAN	<input type="checkbox"/> Signature	<input type="checkbox"/> Mobile Number
<input type="checkbox"/> Bank details	<input type="checkbox"/> Registered Address	<input type="checkbox"/> E-mail address

B. Security and KYC Details [ to be filled in by the First Holder ]

Name of the Issuer Company	Folio No(s)	
Face value of Securities	Number of Securities	
Distinctive number of Securities (Optional)	From	To
E-mail Address		
Mobile Number		

C. I/We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

Name(s) of the Security holder(s) in Capital as per PAN Copies of PAN of all the Holder(s) duly self-attested with date to be enclosed with this Form.	PAN	PAN Linked to Aadhaar -Y/N Tick any one [✓] *
1.		Yes / No
2.		Yes / No
3.		Yes / No
4.		Yes / No

Note: \* PAN shall be valid only if it is linked to Aadhaar by March 31, 2022, or any other date as may be specified by CBDT.

To know the status of your PAN Linked to Aadhaar check on this link: <https://www.incometax.gov.in/iec/foportal>

Bank Account Details of First Holder		
Name of the Bank & Branch	IFSC	
Bank A/c No.	Tick any one [✓]- Acct type <input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> Any other [ ]	

Note: Original cancelled cheque leaf bearing the name of the first holder is mandatory, failing which first security holder shall submit copy of bank passbook / statement attested by the Bank for registering the Bank Account details.

Demat Account Number	16 digit DP/CL [ ]
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Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our above folio(s) (use Separate Annexure if extra space is required) in which I / we are the holder(s). [ strike off what is not applicable ]

Declaration: All the above facts and documents enclosed are true and correct.

	First Holder	Joint Holder - 1	Joint Holder - 2	Joint Holder - 3
Signature				
Name				
Address				
PIN				

Note: If the address mentioned above differs from the address registered with the Company, you are requested to record the new address by submitting the documents as specified in point (3) overleaf.

I/We are submitting documents as per Table below (tick✓as relevant, refer to the instructions):

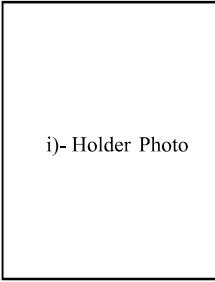
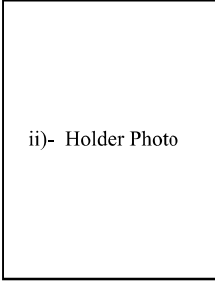
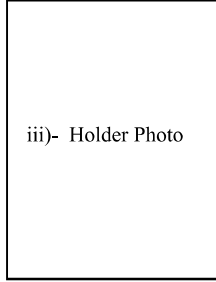
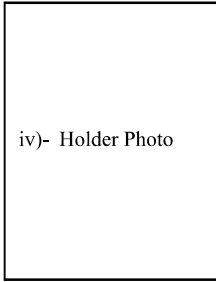




No.	✓	Document/Information/Details	Instruction/Remark
1	<input type="checkbox"/>	PAN of (all) the (joint) holder(s)	PAN copies of all the holder(s) duly self-attested with date to be enclosed. PAN shall be valid only if it is linked to Aadhaar by March 31, 2022, or any date as may be specified by the CBDT. For Exemptions / Clarifications on PAN, please refer to Objection Memo as specified in SEBI circular.
2	<input type="checkbox"/>	Demat Account Number	Provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.
3		Proof of Address of the first Holder	<p><b>Provide self attested copy of any ONE of the documents, issued by a Govt. Authority, only if there is change in the address;</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by the Depository Participant.</li> <li><input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence/ Driving License/Flat Maintenance Bill*</li> <li><input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.</li> <li><input type="checkbox"/> Identity card (with Photo) / document with address, issued by Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.</li> <li><input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.</li> <li><input type="checkbox"/> The proof of address in the name of the spouse*</li> </ul> <p><b>* Kindly provide additional self-attested copy of Identity Proof of the holder/ claimant.</b></p>
4	<input type="checkbox"/>	Bank details	Provide the latest copy of the bank statement with details of bank name, branch, account number and IFSC or Original cancelled cheque leaf bearing the name of first holder. Alternatively, Bank details available in the CML as enclosed will be updated in the folio.
5	<input type="checkbox"/>	E-mail address	As mentioned on Form ISR-1, alternatively the E-mail address available in the CML as enclosed will be updated in the folio.
6	<input type="checkbox"/>	Mobile	As mentioned on Form ISR-1, alternatively the mobile number available in the CML as enclosed will be updated in the folio.
7	<input type="checkbox"/>	Specimen Signature	Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 and Original cancelled cheque leaf bearing the name of the first holder.
8		Nomination	<p><b>Submit Form(s) as per any ONE of the following options.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SH-13 For First Time Nomination</li> <li><input type="checkbox"/> SH-14 For Cancellation or Variation in Nomination</li> <li><input type="checkbox"/> SH-14 and ISR-3 For Cancellation of Nomination and to "Opt-Out"</li> <li><input type="checkbox"/> ISR-3 To "OPT-Out" of Nomination or if No-Nomination is required</li> </ul>

Note: All the above forms are also available on our website..

# Form ISR – 2

(SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03,2021)

## Confirmation of Signature of Securities Holder by the Banker

1. Bank Name and Branch		
2. Bank contact details		
Postal Address		
Mobile/Tel number		
E-mail address		
3. Bank Account number		<i>attach original cancelled cheque leaf</i>
4. Account opening date		
5. Account holder's PAN		Account Holder's Name
i)		i)
ii)		ii)
iii)		iii)
iv)		iv)
6. Latest photograph of the account holder(s)		
		
i)- Holder Photo	ii)- Holder Photo	iii)- Holder Photo
7. Account holder(s) details as per Bank Records		
a) Address		
b) Mobile/Tel number		
c) Email address		
d) Signature(s) of the Holder(s)		
i) 	_____	
ii) 	_____	
iii) 	_____	
iv) 	_____	
-- (To be Mandatorily Filled by the Bank Official) --		
Place:	Name of the Bank Manager :	
Date:	Employee Code :	
Mobile / Tel no:	Email_id :	