Form ISR – 1

*(see SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 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]

**Date:** / /

1. I / We request you to Register / Change / Update the following (Tick  relevant box)

|  |  |  |
| --- | --- | --- |
|  PAN |  Bank details |  Signature |
|  Mobile number |  E-mail ID |  Address |

# Security Details:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of the Issuer Company | | | | [Company Name] | | Folio No.: [Folio No] |
| Name(s) of the Security holder(s) as per the Certificate(s) | | | | 1. [Name as per Aadhar C1]  2. [Name as per Aadhar C2]  3. [Name as per Aadhar C3] | | |
| Number &  securities | Face | value | of | [Total Shares] **And Face Value of Rs.**[Face Value]**/-** | | |
| Distinctive number of securities  (Optional) | | | | From | To | |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Document / Information**  **/ Details** | **Instruction / Remark** |
| 1 | PAN of (all) the (joint) holder(s) | | |
|  |  | PAN | [PAN C1] |
| Whether it  is Valid (linked to | [PAN C2] |
| Aadhaar):   Yes No | [PAN C3] |
|  | PAN shall be valid only if it is linked to Aadhaar by March 31, 2023\* |
|  | For Exemptions / Clarifications on PAN, please refer to Objection Memo in **Page** |
|  | **6 & 7** |
| 2 |  | Demat Account Number | [DEMAT AC C1]  Also provide Client Master List (**CML**) of your Demat Account, provided by the |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | (Optional) | Depository Participant. |
| 3 |  | Proof of Address of the first holder | Any one of the documents, only if there is change in the address;  Unique Identification Number (UID) (Aadhaar)  Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License   * Flat Maintenance bill accompanied with additional self-attested copy of Identity Proof of the holder/claimant. * Utility bills like Telephone Bill (only land line)/ Electricity bill / Gas bill - Not more than 3 months old. * Identity card / document with address, issued by any of the following:   Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by the employer with date and organization stamp   * 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.   * Proof of address in the name of the spouse accompanied with self- attested copy of Identity Proof of the spouse.   Client Master List (CML) of the Demat Account of the holder / claimant, provided by the Depository Participant. |
| 4 |  | Bank details  *(to be*  *updated for first holder in case of joint holding)* | Account Number: [Bank AC C1] #  Bank Name: [Bank Name C1]  Branch Name: [Bank Branch C1]  IFSC Code: [IFSC C1]  Provide the following:   Original cancelled cheque bearing the name of the security holder; **OR** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | □ Bank passbook/statement attested by the Bank; |
| 5 |  | E-mail  address | [Email ID C1] # |
| 6 |  | Mobile | [Mobile No C1] # |

*\* or any date as may be specified by the CBDT (DP: Depository Participant)*

*# In case it is not provided, the details available in the CML will be updated in the folio*

**Authorization**: I/ We authorize you (RTA) to update the above PAN and KYC details in following additional folio(s) held in my / our name (*use Separate Annexure if extra space is required*):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.**  **No.** | **Name of the Issuer Company** | **Folio No.** | **Quantity of securities** | **Face value of securities** | **Distinctive number of securities**  **(Optional)** |
| 1 | [Company Name] | [Folio No] | [NOS1] | [Face Value] | [DN1] |
| 2 | [Company Name] | [Folio No] | [NOS2] | [Face Value] | [DN2] |
| 3 | [Company Name] | [Folio No] | [NOS3] | [Face Value] | [DN3] |
| 4 | [Company Name] | [Folio No] | [NOS4] | [Face Value] | [DN4] |
| 5 | [Company Name] | [Folio No] | [NOS5] | [Face Value] | [DN5] |

in which I / We are the holder(s) (strike off what is not applicable).

**Declaration:** All the above facts stated are true and correct.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Holder 1** | **Holder 2** | **Holder 3** |
| Signature | ✓ |  |  |
| Name | ✓[Name as per Aadhar C1] | [Name as per Aadhar C2] | [Name as per Aadhar C3] |
| Full address | ✓[Address C1] | [Address C2] | [Address C3] |
| PIN | [PIN C1] | [PIN C2] | [PIN C3] |