**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 | Postal Address |
| --- | --- |
| Bank details | E-mail address |
| Signature | Mobile number |
| Demat Account details |  |

**B. Security Details:**

| Name of the Issuer Company | {companyName}  {companyOldName} | Folio No.: {Folio} |
| --- | --- | --- |
| Name(s) of the Security holder(s) as per the Certificate(s) | {#isNotTransmissionCase} 1. {#hasShareholder\_1}{shareholderName\_1}{/hasShareholder\_1}  2. {#hasShareholder\_2}{shareholderName\_2}{/hasShareholder\_2}  3. {#hasShareholder\_3}{shareholderName\_3}{/hasShareholder\_3} {/isNotTransmissionCase} {#isTransmissionCase}  {#clamaints} {index}. {namePan} {/} {/isTransmissionCase} | |
| Number & Face value of securities | {combinedTotalNoOfShares}  Rs. {combinedTotalFaceValue} | |
| Distinctive number of securities | {#certificate}  {distinctiveNos},  {/} | |

**C. 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  Whether it is  Valid (linked to  Aadhaar):  Yes  No | {#isNotTransmissionCase} {#hasShareholder\_1}{pan\_1}{/hasShareholder\_1}  {#hasShareholder\_2}{pan\_2}{/hasShareholder\_2}  {#hasShareholder\_3}{pan\_3}{/hasShareholder\_3}  {#hasShareholder\_1}{aadhar\_1}{/hasShareholder\_1}  {#hasShareholder\_2}{aadhar\_2}{/hasShareholder\_2}  {#hasShareholder\_3}{aadhar\_3}{/hasShareholder\_3} {/isNotTransmissionCase} {#isTransmissionCase}  {#clamaints} {aadhar} {/} {/isTransmissionCase}  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 | {#isNotTransmissionCase} {#hasShareholder\_1}{dematAccountNo\_1}{/hasShareholder\_1} {#hasShareholder\_1}{DPID\_1}{/hasShareholder\_1} {/isNotTransmissionCase} {#isTransmissionCase}  {#hasClamaint}{dematAccountNo\_clamaints}{/hasClamaint} {#hasClamaint}{DPID\_clamaints}{/hasClamaint} {/isTransmissionCase}  Also provide Client Master List (**CML**) of your Demat Account,  provided by the Depository Participant. |

| 3 |  | Proof of Address of the first holder | Provide any one of the documents, only if there is change in the address;   * Client Master List **(CML)** of your Demat Account, provided by the Depository Participant * Unique Identification Number (UID) (Aadhaar) * Valid Passport / Ration Card / Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill. * Utility bills like Telephone Bill (only land line) , Electricity bill or 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  organisation 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. |
| --- | --- | --- | --- |
| 4 |  | Bank details *(to be updated for first holder in case of joint*  *holding)* | {#isNotTransmissionCase} ACCOUNT NUMBER: {#hasShareholder\_1}{bankAccountNo\_1}{/hasShareholder\_1}  BANK NAME: {#hasShareholder\_1}{bankName\_1}{/hasShareholder\_1}  BRANCH NAME: {#hasShareholder\_1}{branchName\_1}{/hasShareholder\_1}  IFS CODE: {#hasShareholder\_1}{bankIFS\_1}{/hasShareholder\_1} {/isNotTransmissionCase} {#isTransmissionCase} ACCOUNT NUMBER: {#hasClamaint}{bankAccountNo\_clamaints}{/hasClamaint}  BANK NAME: {#hasClamaint}{bankName\_clamaints}{/hasClamaint}  BRANCH NAME: {#hasClamaint}{branchName\_clamaints}{/hasClamaint}  IFS CODE: {#hasClamaint}{bankIFS\_clamaints}{/hasClamaint} {/isTransmissionCase}  original cancelled cheque with name of security holder printed on it or Bank  Passbook or Bank Statement attested by the Bank # |
| 5 |  | E-mail  address | {#isNotTransmissionCase} {#hasShareholder\_1}{email\_1}{/hasShareholder\_1} {/isNotTransmissionCase} {#isTransmissionCase}  {#hasClamaint}{email\_clamaints}{/hasClamaint} {/isTransmissionCase}  Alternatively the E-mail Address available in the CML will be updated in the folio |
| 6 |  | Mobile | {#isNotTransmissionCase}  {#hasShareholder\_1}{phone\_1}{/hasShareholder\_1}  {/isNotTransmissionCase}  {#isTransmissionCase}  {#hasClamaint}{phone\_clamaints}{/hasClamaint}  {/isTransmissionCase}  Alternatively the mobile number available in the CML will be updated in the folio |
| 7 |  | Specimen  Signature | * Provide the banker’s attestation of the signature of the holder(s) as per   **Form ISR - 2** in SEBI circular SEBI/HO/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021) and   * Original cancelled cheque |
| 8 |  | Nomination\*\* | * Providing Nomination: Please submit the duly filled up Nomination **Form (SH-13)** or ‘Declaration to Opt out of Nomination’ as per **Form ISR - 3**, in SEBI circular SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 * Change in Existing Nomination: Please use **Form SH-14** in SEBI circular SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03,2021 * Cancellation of Existing Nomination: Please use **Form SH-14** and **Form ISR - 3** |

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

\*\*Nomination (**Form SH-13 or SH-14)** /‘Declaration to Opt-Out of Nomination’ (**Form ISR** – 3), has to be furnished by the holder(s) separately for each listed company.

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our folio (s) , in which I / We are the holder(s) (strike off what is not applicable)

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**Declaration:** All the above facts stated are true and correct.    
{#isNotTransmissionCase}

|  | **Holder 1** | **Holder 2** | **Holder 3** |
| --- | --- | --- | --- |
| Signature |  |  |  |
| Name | {#hasShareholder\_1}{namePan\_1}{/hasShareholder\_1} | {#hasShareholder\_2}{namePan\_2}{/hasShareholder\_2} | {#hasShareholder\_3}{namePan\_3}{/hasShareholder\_3} |
| Full address | {#hasShareholder\_1}{addressAadhar\_1}{/hasShareholder\_1} {#hasShareholder\_1}{pincodeBank\_1}{/hasShareholder\_1} | {#hasShareholder\_2}{addressAadhar\_2}{/hasShareholder\_2} {#hasShareholder\_2}{pincodeBank\_2}{/hasShareholder\_2} | {#hasShareholder\_3}{addressAadhar\_3}{/hasShareholder\_3} {#hasShareholder\_3}{pincodeBank\_3}{/hasShareholder\_3} |
| PIN | {#hasShareholder\_1}{pincodeBank\_1}{/hasShareholder\_1} | {#hasShareholder\_2}{pincodeBank\_2}{/hasShareholder\_2} | {#hasShareholder\_3}{pincodeBank\_3}{/hasShareholder\_3} |

{/isNotTransmissionCase}

{#isTransmissionCase}

|  | **Holder 1** | **Holder 2** | **Holder 3** |
| --- | --- | --- | --- |
| Signature |  |  |  |
| Name | {#hasClamaint}{namePan\_clamaints}{/hasClamaint} |  |  |
| Full address | {#hasClamaint}{addressAadhar\_clamaints}{/hasClamaint} {#hasClamaint}{pincodeBank\_clamaints}{/hasClamaint} |  |  |
| PIN | {#hasClamaint}{pincodeBank\_clamaints}{/hasClamaint} |  |  |

{/isTransmissionCase}