

The Securities and Exchange Board of India ('SEBI') vide its circular dated November 03, 2021 has made it mandatory for the shareholders holding securities in physical form to furnish PAN, KYC details and Nomination to the Registrar and Transfer Agent ('RTA') of the Company. In case of failure to provide required documents and details as per the aforesaid SEBI circular, all folios of such shareholders shall be frozen on or after April 01, 2023 by the RTA. [Click here for SEBI circular](#)

Further, such frozen securities shall be referred by the RTA or the Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002, if they continue to remain frozen as on December 31, 2025.

We find from our records that all the aforesaid details with respect to the shares held by you in the Company are not complete in the database of our Registrar. In order to avoid freezing of your folios, we request you to kindly furnish aforesaid details along with the supporting documents, wherever required, to our RTA immediately on receipt of this letter in the following manner:

Sr. No.	Particulars	Documents and/or details required to be submitted
1	PAN	For registration/updation in the PAN, Bank details, Postal address, Email address or Mobile number, please provide the details in the prescribed Form ISR-1 (Annexure – A) along with related documents as stated therein, self-attested by you with date.
2	Address with PIN	
3	E-mail address	
4	Mobile Number	
5	Bank details	
Alternatively, you can provide your Demat Account details along with Client Master List (CML) for updation of any or all of the above information in the folio.		
6	Signatures	In case there is a change, please provide banker’s attestation of your signature in Form ISR-2 (Annexure – B) and Original cancelled cheque with name printed on it
7	Nomination	Please provide duly completed prescribed forms as applicable: – for registration in Form SH-13 (Annexure – C) – for opting out in Form ISR-3 (Annexure – D) – for change in existing nomination in Form SH-14 (Annexure – E) – for cancellation of existing nomination in Forms SH-14 and ISR- 3

The aforesaid documents can be provided to our RTA by any one of the following modes –

- Through 'In person verification'. In this case, kindly bring the original document along with a copy thereof. The copy will be retained by the RTA after proper verification stamping with date and initials
- Through hard copies which is self-attested and dated
- Through electronic mode with e-signature i.e., Digital signature using your registered email id
- Service portal of the RTA at www.cbmsl.com with e-sign with scanned copies of the documents

Please note that the PAN to be furnished by you should be mandatorily linked with Aadhaar number of the holder by 31st March, 2022 or any other date as may be specified by Central Board of Direct taxes. In case of failure to link the PAN, the folio will be treated as frozen.

The aforesaid forms can be downloaded from the link provided herein below: