

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 : / /

☐ PAN	☐ Registered Address
☐ Bank details	☐ E-mail address& Mobile Number
☐ Signature	☐ Demat account details

B. Security and KYC Details [to be filled in by the holder(s)]:

Name of the Issuer Company			
Folio No		• Serial No :	
E-mail of First Holder			
Mobile of First Holder			
Demat Account Number	☐ CDSL	☐ NSDL	DP_CL: []
Tick any one ✓			

• Serial No. as mentioned in the KYC covering letter.

Name(s) of the Security holder(s) in Capital as per PAN	PAN	PAN Linked to AadhaarY/N
1.		Yes / No
2.		Yes / No
3.		Yes / No
4.		Yes / No

Note: PAN copies of all the holders duly self-attested with date to be enclosed with this Form.

Bank Account Details of First Holder			
Name of the Bank & Branch			
Bank A/c No.		Tick any one [✓]- Acct type	☐ Savings ☐ Current
		☐ NRO ☐ NRE ☐ Any other []	
IFSC		9 digit MICR No	

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 new bank account details.

Authorization: I / We authorise the Company/RTA to update the above PAN and KYC details in my /our folio as stated above.

Declaration: I/We hereby declare that all the above facts and documents enclosed are true and correct.

Signature of First Holder	Signature of Joint Holder- 1	Signature of Joint Holder - 2	Signature of Joint Holder - 3
Full 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 C (3) overleaf

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):	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.
		☐ Yes	
		☐ No	For Exemptions / Clarifications on PAN, please refer to Objection Memo as specified in SEBI circular.
2	☐	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	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. ☐ 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 (with Photo) / 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. ☐ 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. ☐ The proof of address in the name of the spouse.
4	☐	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	☐	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	☐	Mobile	As mentioned on Form ISR-1, alternatively the mobile number available in the CML as enclosed will be updated in the folio.
7	☐	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	Submit Form(s) as per any one of the following options. ☐ SH-13 For First Time Nomination ☐ SH-14 For Change in Existing Nomination ☐ SH-14 and ISR-3 For Cancellation of existing Nomination and to "Opt-Out" ☐ ISR-3 To "OPT-Out" of Nomination or if No-Nomination is required

Note: All the above forms are available on the website of the RTA.