

Request To Physical Shareholders

Dear Shareholder,

As a part of its ongoing measures to protect the interest of the investors in the Securities Market, Securities and Exchange Board of India (SEBI), vide its [Circular No. SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated November 03, 2021](#) specified the common and simplified norms for processing any service request of shareholders by Registrar & Share Transfer Agents (RTAs) and providing electronic interface by RTAs for processing investor's queries, complaints and service requests. SEBI has also given certain clarifications in this regard vide [Circular No. SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/687 dated December 14, 2021](#).

SEBI, vide the said circular, also specified the formats for physical shareholders for raising the requests with regard to registration or changes / updation of PAN, KYC, nomination and also for banker's attestation of the signature of the shareholder in the event of major mismatch in the signature of the shareholder.

It has been made mandatory for all holders of physical shares to furnish / update the PAN, Nomination, Contact details, Bank account details and specimen signature with the Company's RTA.

Please note that:

- I. From January 1, 2022, the RTAs shall not process any service requests or complaints received from the holder(s) / claimant(s), till PAN, KYC and Nomination documents/details are received.
- II. The folios in which PAN / KYC/ Nomination details are not available / updated will be frozen by the RTA w.e.f. 01.04.2023.
- III. Also note that the folios in which PAN is not linked to Aadhaar as on 31.03.2022 or any other date as may be specified by the Central Board of Direct Taxes will also be frozen by the RTA.
- IV. After December 31, 2025, the frozen folios shall be referred by RTA / Bank to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and / or Prevention of Money Laundering Act, 2002.

Shareholders holding shares in physical form are requested to furnish / update their PAN / KYC/ Nomination details, if not done earlier, with RTA by using the relevant forms which have been separately provided under the Notices tab on our website w3.accelya.com/investors/