

## **ADVICE FOR SHAREHOLDERS HOLDING SHARES IN PHYSICAL MODE**

SEBI, vide its circular dated November 03, 2021 (*subsequently amended by circulars dated December 14, 2021, March 16, 2023 and November 17, 2023*) mandated that the security holders (holding securities in physical form), whose folio(s) do not have PAN or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature updated, shall be eligible for any payment including dividend, interest or redemption in respect of such folios, only through electronic mode with effect from April 01, 2024.

Further, relevant FAQs have also been published by SEBI on its website at the following web link for investor awareness:

[https://www.sebi.gov.in/sebi\\_data/faqfiles/jan-2024/1704433843359.pdf](https://www.sebi.gov.in/sebi_data/faqfiles/jan-2024/1704433843359.pdf)

**The salient features and requirements of the circular are as follows:**

- 1. In case of non-updation of PAN or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature in respect of physical folios, dividend/interest etc. shall be paid only through electronic mode with effect from April 01, 2024 upon furnishing all the aforesaid details in entirety.*
- 2. If a security holder updates the PAN, Choice of Nomination, Contact Details including Mobile Number, Bank Account Details and Specimen Signature after April 01, 2024, then the security holder would receive all the dividends/interest etc. declared during that period (from April 01, 2024 till date of updation) pertaining to the securities held after the said updation automatically.*

**SEBI has introduced the following forms to standardize and simplify the processing of investor services requests by RTAs:**

<b>Form</b>	<b>Title</b>	<b>Download- Form</b>	<b>Fillable-Form</b>
ISR-1	Register/Change PAN & KYC Details	<a href="#">ISR 1</a>	<a href="#">ISR 1</a>
ISR-2	Confirmation of Signature of Securities Holder by Bank	<a href="#">ISR 2</a>	<a href="#">ISR 2</a>
ISR-3	Declaration for Opting-Out of Nomination	<a href="#">ISR 3</a>	<a href="#">ISR 3</a>
ISR-4	Request for issue of Duplicate Certificate and other Service Requests	<a href="#">ISR 4</a>	-
SH-13	Registration of Nomination	<a href="#">SH 13</a>	<a href="#">SH 13</a>
SH-14	Cancellation or Variation of Nomination	<a href="#">SH 14</a>	<a href="#">SH 14</a>