

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]

Date: ___ / ___ / ____

A. I / We request you to Register / Change / Update the following (Tick ✓ relevant box)

<input type="checkbox"/> PAN	<input type="checkbox"/> Bank details	<input type="checkbox"/> Signature
<input type="checkbox"/> Mobile number	<input type="checkbox"/> E-mail ID	<input type="checkbox"/> Address

B. Security Details:

Name of the Issuer Company	Folio No.:		
Name(s) of the Security holder(s) as per the Certificate(s)	1. 2. 3.		
Number of securities		Face value of securities	
Distinctive number of securities	From	To	

C. I / We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

Name(s) of security holder(s) in Capital as per PAN (Copies of PAN of all the Holders duly self attested to be enclosed with this form)	PAN	PAN linked to Aadhaar
1.		<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: PAN shall be valid only if it is linked to Aadhaar by March 31, 2022 or other date as per specified By CBDT

Demat Account Number	
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Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant

Bank details of first holder	Account Number: _____ Bank Name: _____ Branch Name: _____ IFS Code: _____
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Note: original cancelled cheque with name of security first holder printed on it or Bank Passbook or Bank Statement attested by the Bank

E-mail address	
Mobile	

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our folio (s) _____, _____, (use Separate Annexure if extra space is required) in which I / We are the holder(s) _____ (strike off what is not applicable).

Declaration: All the above facts stated are true and correct.

	Holder 1	Holder 2	Holder 3
Signature			
Name			
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 3

I / We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

No.	✓	Document / Information / Details	Instruction / Remark
1	<input type="checkbox"/>	PAN PAN of (all) the (joint) holder(s)	Copies of PAN of all the Holders duly self attested to be enclosed with this form . PAN shall be valid only if it is linked to Aadhaar by March 31, 2022* For Exemptions / Clarifications on PAN, please refer to Objection Memo as specified in SEBI Circular.
2	<input type="checkbox"/>	Demat Account Number	Provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.
3	<input type="checkbox"/>	Proof of Address of the first holder	Provide self-attested copy of any one of the documents, only if there is change in the address; <input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by DP. <input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill. <input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old. <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> The proof of address in the name of the spouse
4	<input type="checkbox"/>	Bank details	Provide the latest Bank Statement attested by the Bank or original cancelled cheque with name of security holder printed on it.
5	<input type="checkbox"/>	E-mail address	Mention the email in form ISR-1 .In case it is not provided, the details available in the CML as enclosed will be updated in the folio
6	<input type="checkbox"/>	Mobile	Mention the Mobile No. in form ISR-1 In case it is not provided, the details available in the CML as enclosed will be updated in the folio
7.	<input type="checkbox"/>	Specimen Signature	Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 and original cancelled cheque with name of security holder printed on it or Bank Passbook or Bank Statement attested by the Bank
8.	<input type="checkbox"/>	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 Change in Existing Nomination: Please use Form SH-14 Cancellation of Existing Nomination: use Form SH-14 & Form ISR – 3