



## **Information to be provided to RTA, if holding shares in physical form**

The Securities and Exchange Board of India ('SEBI') vide its circular dated 16<sup>th</sup> March 2023 which is in supersession of the earlier SEBI circular dated 3<sup>rd</sup> November 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 1<sup>st</sup> October 2023 by the RTA. [Click here to download the Circular](#) & [Click here to download the Circular](#)

In view of the above, shareholders of the Company holding securities in physical form shall provide all of the following documents/details to RTA:

1. PAN
2. Nomination (for all eligible folios) in Form No. SH-13 or submit declaration to 'Opt-out' in Form ISR-3  
*Note: Any cancellation or change in nomination shall be provided in Form No. SH-14.*
3. Contact details including Postal address with PIN code, Mobile Number, E-mail address
4. Bank Account details including Bank name and branch, Bank account number, IFS code
5. Specimen signature

## **The modes of submission of documents to the Company/RTA are any one of the following :**

1. In Person Verification (IPV): by producing the originals to the authorized person of the RTA, who will retain copy(ies) of the document(s)
2. In hard copy: by furnishing self-attested photo copy(ies) of the relevant document, with date
3. Through e-mail address already registered with the RTA, with e-sign of scanned copies of documents
4. Service portal of the RTA with e-sign with scanned copies of documents, if the RTA is providing such facility

**The above documents/details are to be provided to Company's RTA i.e. Niche Technologies Private Limited, 3A, Auckland Place, 7<sup>th</sup> Floor, Room No. 7A & 7B, Kolkata-700017 India or email at [nichetechpl@nichetechpl.com](mailto:nichetechpl@nichetechpl.com) along with Name and folio numbers.**

**Please note that the folios, wherein any one of the below cited documents / details are not available on or after October 01, 2023, shall be frozen by the RTA. The required forms are accessible through the following link:**

S. No.	Forms	Purpose	Link
1	Form ISR-1	Request for registering PAN, KYC details or changes / updation thereof.	<a href="#">Click here to download the form</a>
2	Form ISR-2	Confirmation of Signature of securities holder by the Banker	<a href="#">Click here to download the form</a>
3	Form ISR-3	Declaration Form for Opting-out of Nomination by holders of physical securities (if any)	<a href="#">Click here to download the form</a>
4	Form No. SH-13	Nomination Form	<a href="#">Click here to download the form</a>
5	Form No. SH-14	Cancellation or Variation of Nomination (if any)	<a href="#">Click here to download the form</a>