

KYC FORM

To,
TSR Darashaw Consultants Private Limited
 C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083.
 Unit : ___ [COMPANY NAME] _____

Date: / /
 Folio No: _____
 No. of Shares: _____
 Serial No: _____

Dear Sir/Madam,

I/We, refer to the current status of the above-mentioned folio as provided by you in the following table:

Name of the Security holder(s)	PAN (A)	Specimen Signature (B)	Email ID (C)	Mobile No. (D)	Nominee Details (E)
Aaa	Registered (masking)	Required	Required	Required	Required
Bbb	Registered (masking)	Required	Not Applicable	Not Applicable	Not Applicable
Ccc	Registered (masking)	Required	Not Applicable	Not Applicable	Not Applicable

Bank Details :

Name of the Bank	
Bank Account Number	*** Mask if Present Else Required
IFSC	MICR No :

I/We, are enclosing herewith Investor Service Request Form ISR-1 along with the required supporting KYC documents for updation.

Signature(s) :

First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
Aaa	Bbb	Ccc	-----

Barcode (Normal/Speed)	Postal No :	Serial No :
TTL + Name of the Holder		
_____	(Address 1)	
_____	(Address 2)	
_____	(Address 3)	
_____	(Address 4)	
City _____	PIN _____	
Unit Name :		Print Date :

Dear Investor,

Subject: -Request for Updating the KYC details as per SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd Nov 2021.

We refer to the above circular issued by SEBI that mandates that all the Listed Companies **should have on their records the PAN, Nomination, KYC details for all holders and Bank Account details of the first holder, to the account.** This is applicable for all security holders in physical mode.

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

A) Non –Updation of KYC :

1. **Folios wherein any ONE** of the cited details/documents (i.e PAN, Bank Details, Nomination) are not available with us, on or after April 01, 2023, shall be frozen as per the aforesaid SEBI circular.

Notes: The security holders in the frozen folios shall **NOT BE ELIGIBLE:**

- To lodge any grievance or avail of any service from us, unless they have furnished the complete documents / details as required.
 - To receive any payment including dividend, interest or redemption amount (which would be only through electronic mode) unless they comply with the above stated requirements.
2. a) The formats for Nomination and Updation of KYC details viz., Forms ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI circular are available on our website <https://www.tcplindia.co.in> → Investor Services → Downloads → Forms → Formats for KYC.
b) For registering the new bank details, mandatory submission of **Original cancelled cheque leaf** bearing the name of the 1st holder or alternately a copy of the bank passbook / statement of account, attested by the bank branch is required.

- B) Mandatory Linkage of PAN with Aadhar - It is also mandatory to link PAN with Aadhar number, as per the Central Board of Direct Taxes (CBDT) **by March 31, 2022.** Security holders who are yet to link the PAN with Aadhar number are requested to get the same done before March 31, 2022. Post March 31, 2022 or any other date as may be specified by the CBDT, we will accept for registration only valid PANs which have been linked to their corresponding Aadhar number. The securities held in folios which have no PAN registered against the same/ have invalid PAN registered on our records, as on the notified cut-off date of **March, 31, 2022 or any other date as may be specified by the CBDT, shall also be frozen.****

Note: - Security holders from Sikkim can provide self-attested copy of Aadhar Card/Voter's Card/Driving License/Passport or any other identity proof as issued by the Govt.

In view of the above, we request you to submit the Investor Service Request Form ISR-1 printed overleaf, along with the required supporting documents as stated in Form ISR-1 at the earliest.

You may use any ONE of the following modes for submission:

1. **In Person Verification (IPV):** by producing the originals to the authorised person of the RTA, who will retain copy(ies) of the document(s).
2. **In hard copy:** by furnishing self-attested photocopy(ies) of the relevant document, with date.
3. **With e-sign:**
 - (a) In case your email is already registered with us, you may send the scanned copies of your KYC documents with e-sign at our dedicated email-id: kyc@tcplindia.co.in Kindly mention the email subject line as "KYC Updation - (Company Name) - Folio No : _____"
 - (b) Investors can also upload KYC documents with e-sign on our website <https://www.tcplindia.co.in> → Investor Services → KYC Compliance.

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-sign user.

You may approach any of the empanelled e-sign Service providers available on <https://cca.gov.in/> for the purpose of obtaining e-sign.

Yours faithfully,

For TSR Darashaw Consultants Pvt. Ltd.

Investor Services Section (ISS)

This is a computer generated letter and hence no signature required. If you have already submitted the documents for updating KYC or have dematerialised your physical securities, please do not submit the documents again.