**INVESTOR SERVICES & NOMINATION**

The Securities and Exchange Board of India (“SEBI”) has by circular No. SEBI / HO / MIRSD / MIRSD\_RTAMB / P / CIR / 2021 / 655 dated 3rd November, 2021 laid down common and simplified norms for processing shareholder’s service request by RTAs. The circular, effective from 1st January, 2022, also provides for mandatory furnishing of PAN, KYC details, nomination; freezing of folios without valid PAN, KYC details; compulsory linking of PAN and Aadhaar by shareholders in physical form, among others. Further, by Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated 14th December, 2021; SEBI has issued some clarifications to the circular dated 3rd November, 2021(collectively referred to as ‘the Circulars’).

**It is in your interest to provide the details / documents. If already provided, please treat this communication for information purpose only.**

**Please submit the documents / details listed in the table below to KFin, (self-attested) at the following address:**

**KFin Technologies Limited**
**Unit: XCHANGING SOLUTIONS LIMITED**
**Selenium Tower B, Plot Nos.31 & 32 | Financial District**
**Nanakramguda, Serilingampally Mandal, Hyderabad – 500032**

|  |  |  |
| --- | --- | --- |
| **Sr.No.** | **Documents / details to be provided by shareholder(s)** | **Please furnish details in\*** |
| 1 | Valid Pan Linked with Aadhaar | Form No. ISR-1 |
| 2 | Postal Address with PIN |
| 3 | Email address |
| 4 | Mobile Number |
| 5 | Demat account details |
| 6 | Bank account details |
| 7 | Signature (in case of change in signature) | Form No. ISR-2 |
| 8 | Nomination details | Form No. SH-13 |
| 9 | Declaration to opt-out of nomination | Form No. ISR-3 |
| 10 | Cancellation of nomination | Form No. SH-14 |

**(\*The aforesaid forms are attached and can also be downloaded from the Company’s website**[**https://dxc.com/in/en/about-us/xchanging-solutions-limited-investor-relations or that of KFin www.kfintech.com).**](https://dxc.com/in/en/about-us/xchanging-solutions-limited-investor-relations%C2%A0or%20that%20of%20KFin%C2%A0www.kfintech.com%29.)

**You can also e-mail the documents through your email registered with KFin, to****einward.ris@kfintech.com duly e-signed. E-Sign is an integrated service which facilitates issuing a digital signature certificate and performing signing of requested data by the e-Sign user. You may approach any of the empanelled e-Sign Service Providers, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology, Government of India (https://cca.gov.in/) for the purposes of obtaining the e-sign.**

**Freezing of Folios without PAN, KYC details and Nomination**

Folios wherein any one of the above mentioned documents / details are not available on or after 1st April, 2023, shall be frozen by KFin / the Company in terms of the Circulars. The frozen folios will be referred by KFin the Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002, if they continue to remain frozen as on 31st December, 2025.

**Compulsory linking of PAN and Aadhaar by all shareholders in physical mode**

From 31st March, 2022 or any other date as may be specified by the Central Board of Direct Taxes (“CBDT”), KFin will accept only valid PANs and also verify that the PAN in the existing folios are valid; i.e. it is linked to the Aadhaar number of the shareholder. The folios wherein PAN is not valid as on the notified cut-off date of 31st March, 2022 or any other date as may be specified by the CBDT, will also be frozen.

**In terms of the Circulars, w.e.f 1st January, 2022, KFin will not process any service request or complaint from shareholder(s)/claimant(s), unless PAN, KYC and Nomination documents/details are available.**