

KYC FORM

To  
**Linkintime India Private Limited**  
 C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083.  
 Unit \_\_\_\_\_ (Company name)

Date: \_\_/\_\_/\_\_\_\_

Folio No: \_\_\_\_\_

No of Shares: \_\_\_\_\_

Dear Sir Madam,

We refer to the current KYC status as provided by you in the below table:

Name of the shareholder(s)	PAN (A)	Bank details (B)	Specimen Signature (C)	Email ID (D)	Mobile No. (E)	Nominee Details (F)

Based on the above data, we are forwarding herewith the required supporting documents by ticking in the appropriate checkbox below for all the fields where the status is shown as 'Required' in the above table.

**A For registering PAN of the registered and/or joint shareholders (as applicable)**

Registered shareholder  Joint holder 1  Joint holder 2  Joint holder 3 (self-attested copy for all Shareholders attached)

**B For registering Bank details of the registered shareholder**

Aadhar/Passport/utility bill  Original cancelled cheque leaf  Bank Passbook/Bank Statement

**C For registering the Specimen Signature of registered and/or joint shareholders (as applicable)**

Affidavit  Banker verification  Original cancelled cheque leaf  Bank Passbook/Bank Statement (for all Shareholders attached)

**D For Updating the email id :** \_\_\_\_\_

**E Mobile No**

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**F For registering the nominee details by the registered shareholder**

Form SH-13 (Nomination registration form attached)

**Note:-For residents of Sikkim instead of PAN provide Aadhar Card/Voter ID /Driving License/Passport or any other identity proof issued by Govt.**

I /We hereby state that the above mentioned details are true and correct and we consent towards updating the particulars based on the self-attested copies of the documents enclosed with this letter by affixing my/our signature(s) to it

Sign: \_\_\_\_\_ Sign: \_\_\_\_\_ Sign: \_\_\_\_\_ Sign: \_\_\_\_\_  
 Registered holder Joint holder 1 Joint holder 2 Joint holder 3

Serial No :	Date of Printing
Mr/Ms/Mrs _____ (Registered holder)	
_____ (Address 1)	
_____ (Address 2)	
_____ (Address 3)	
City _____ PIN _____	
Unit _____ (Company name)	

## IMPORTANT NOTICE

Subject: - Updating the KYC details by holder(s) of physical share(s) and intimation to dematerialise their physical security(ies) in compliance with SEBI/Stock Exchange directives.

Dear Sir/Madam,

We refer to the SEBI Circulars No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20<sup>th</sup> April 2018 by which it has directed all the listed companies to record the **PAN** of all the shareholders and **Bank Account details** of registered shareholder. We request you to submit the relevant documents by ticking in the appropriate checkboxes on the basis of "Required" remarks as mentioned in the KYC form **within 21 days from the date of this letter.**

Kindly refer the list of supporting documents to be submitted for updating your KYC details as per the table printed overleaf.

Sr.No	REQUEST TO BE UPDATED	SUPPORTING DOCUMENTS
A	PAN	<ul style="list-style-type: none"><li>Self- attested legible copy of PAN card (exempted for Sikkim Shareholders)</li></ul>
B	BANK ACCOUNT DETAILS	<ul style="list-style-type: none"><li>Self- attested legible copy of address proof. Any 1 from, a. Utility bill (not older than 3 months) b. Aadhaar Card c. Passport.</li><li>Original cancelled cheque leaf of registered shareholder</li><li>Legible copy of Bank Statement/Passbook with details of registered shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent (<b>If shareholders' name is not printed on cheque leaf</b>)</li></ul>
C	SPECIMEN SIGNATURE	<ul style="list-style-type: none"><li>Affidavit for change of signature shares/bonds, duly notarised on non-judicial stamp paper of Rs. 100/- *</li><li>Format for signature verification *</li><li>Original cancelled cheque leaf</li><li>Legible copy of Bank Statement/Passbook with details of shareholder viz. name, address, account number etc. duly attested by Bank Manager or equivalent (<b>If shareholders' name is not printed on cheque leaf</b>)</li></ul>
D	EMAIL ID	<ul style="list-style-type: none"><li>To be mentioned in KYC form printed overleaf</li></ul>
E	MOBILE NO.	<ul style="list-style-type: none"><li>To be mentioned in KYC form printed overleaf</li></ul>
F	NOMINATION	<ul style="list-style-type: none"><li>Nomination Registration form *</li></ul>

**Note:** -1.\* The relevant formats are available on our website [www.linkintime.co.in](http://www.linkintime.co.in) Resources Downloads General.

2. Single copy of document is sufficient for updating multiple requests.

Further, In terms of Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended vide SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 08<sup>th</sup> June 2018 read with BSE circular no. LIST/COMP/15/2018-19 dated 05<sup>th</sup> July, 2018 and NSE circular Ref. No NSE/CML/2018/26 dated 09<sup>th</sup> July, 2018 as amended by BSE circular no. LIST/COMP/18/2018-19 dated 14<sup>th</sup> September, 2018 and NSE circular Ref. No NSE/CML/2018/29 dated 17<sup>th</sup> September, 2018, the transfer of shares shall be carried out in dematerialized form only, after 4<sup>th</sup> day of December, 2018. However, the above amendment shall not affect the process of transmission and transposition of shares. Therefore, shareholders holding their equity shares in physical form are advised to dematerialize their securities before 5<sup>th</sup> December, 2018.

Kindly note that, as per SEBI directive, enhanced due diligence procedure will be applicable if KYC requirements are not fulfilled. After filling up the KYC Form stated overleaf and attaching therewith all requisite documents as aforesaid, Kindly send it to Company's Registrar and Share Transfer Agent – M/s Link Intime India Pvt Ltd having their address at C-101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai- 400083.

Yours faithfully,

For Link Intime India Pvt Ltd

Sd/-

Authorised Signatory