**Updation of PAN/KYC/Nomination Details by Physical Shareholders**

SEBI vide its [Circular dated 3rd November, 2021](https://www.sebi.gov.in/legal/circulars/nov-2021/common-and-simplified-norms-for-processing-investor-s-service-request-by-rtas-and-norms-for-furnishing-pan-kyc-details-and-nomination_53787.html) read with Circular dated 14th December, 2021 has made it mandatory for holders of physical securities to furnish details of PAN, email address, mobile number, bank account and nomination/opt-out of nomination.

Please note that folios wherein any one of the above mentioned document/details are not registered, shall be frozen on 1st April, 2023. Further, in respect of such folio(s) you will not be eligible, to lodge grievance or avail any services from Company or Registrar and receive dividend, till the above mentioned details are furnished. Lastly, as per the above SEBI circular, the frozen folios shall be referred by RTA/the Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002, after 31st December, 2025.

Further, as required by the Income Tax Authorities, please link your PAN and Aadhaar by 31st March, 2022 or any other date as may be specified by the Central Board of Direct Taxes (CBDT) to avoid freezing of your folio.

Therefore, the shareholders holding shares of the Company in physical form are hereby requested to furnish the above mentioned documents/details in the formats enclosed herewith on priority to Companies RTA i.e. **Skyline Financial Services Private Limited**.

You may get in touch with Companies RTA for any queries or assistance in this regard:

**M/s. Skyline Financial Services Private Limited**

D-153 A, Ist Floor, Okhla Industrial Area, Phase-I

New Delhi -110020
Direct No.: 011-26812682, 40450193 to 97

Web: [www.skylinerta.com](http://www.skylinerta.com/)

**Forms**

* Form-ISR-1-Request-for-registering-PAN-KYC-details-or-changesupdation-thereofore
* Form-ISR-2-Confirmation-of-signature-of-securities-holder-by-the-banker
* Form-ISR-3-Declaration-for-Opt-Out
* Form-ISR-4-Request-for-issue-of-Duplicate-Certificate-and-other-Service-Requests
* Form-SH-13-Nomination-Form
* Form-SH-14-Change-in-Nomination