

KYC REGISTRATION

Change of Address / Bank details / Contact details / Nomination / PAN

A. For securities held in physical form, please submit the following documents:

- a) **Form ISR-1 (mandatory for any below registration)**, duly signed by all the registered shareholder(s) as per the specimen signature recorded with RTA.
- b) **PAN Updation** - Self-attested copies of PAN card(s) and Aadhar Card(s).
- c) **Change of address** - Self-attested copy of proof of new address (ANY ONE as given below)
 - i. Valid Passport/Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill.
 - ii. Utility bills like Telephone Bill (only landline), Electricity bill or Gas bill - Not more than 3 months old.
 - iii. Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.
 - iv. Client Master List (CML) of the Demat Account of the holder / claimant, duly attested by the Depository Participant.
 - v. Proof of Address in the name of the spouse accompanied with self-attested copy of Identity Proof of the spouse.
- d) **Change of bank details** - Original unsigned cancelled cheque leaf of the active core banking account with the name of the 1st named shareholder(s) appearing on it, where future dividends, if any, are to be credited, in order to capture accurate details such as Bank IFSC Code, MICR Code, Account number etc.
- e) **Nomination (Registration/Change) OR Nomination Opt out -Optional**
 - i. Nomination **Form-SH 13**, duly filled in and signed by the security holder(s) or Declaration Form for Opting-out of Nomination as per **Form ISR – 3**
 - ii. Cancellation or Variation of Nomination in **Form SH-14**, in case shareholders wants to cancel / vary the nomination.
- f) **Specimen Signature (Registration/Change)**
 - i. **Form ISR-2** (in case of joint holding, Banker attestation is required for specimen signatures of all holders)
- g) **Additional Documentation by Body Corporate holder**
 - i. Certified copy of Board Resolution authorizing the signatory.
 - ii. List of authorised signatories along with their signature attested by Director/ Company Secretary on the letterhead of the Body Corporate along with self-attested PAN Copy of Authorised Signatories
 - iii. Certified copy of ROC filing or MCA Master Data reflecting the change in address.

B. For securities held in electronic form, the change in address has to be registered with your Depository Participant (DP).

All the Forms mentioned above are available under Downloads