

India Tourism Development Corporation Limited

SEBI vide Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November, 2021, issued the following norms with respect to processing investor's service requests by RTAs and for furnishing PAN, KYC details and Nominations, as an on-going measure to enhance the ease of doing business for investors in the securities market.

1. Common and simplified norms for processing any service request from the holder, pertaining to the captioned items, by the RTAs
2. Electronic interface for processing investor's queries, complaints and service requests
3. Mandatory furnishing of PAN, KYC details and Nomination by holders of physical securities
4. Freezing of folios without valid PAN, KYC details and Nomination
5. Compulsory linking of PAN and Aadhaar by all holders of physical securities

SEBI has also introduced the following forms to standardize and simplify the processing of investor services requests:-

Particulars	Forms
<p>Form for availing investor services:</p> <p>This form shall be applicable for updating PAN and KYC details across all the folios of holders managed by RTA.</p>	<p>Form ISR-1</p> <p>https://www.sebi.gov.in/sebi_data/commondocs/dec-2021/pdf%20Form%20ISR-1%20(1)_p.pdf</p>
<p>Form for updating the signature of the Security holder:</p> <p>In case of major mismatch in the signature of the holder as available in the folio of the RTA and the present signature or if the same is not available with the RTA, then the holder/claimant shall furnish the original canceled cheque and banker's attestation of the signature.</p>	<p>Form ISR-2</p> <p>https://www.sebi.gov.in/sebi_data/commondocs/nov-2021/Form ISR-2_p.pdf</p>
<p>For nomination as provided in the Rules 19 (1) of Companies (Share capital and debenture) Rules, 2014:</p> <p>It is Mandatory for all holders of Physical securities in Listed Companies to furnish PAN, KYC and Nomination to RTA</p>	<p>Form SH-13</p> <p>https://www.sebi.gov.in/sebi_data/commondocs/nov-2021/Form No. SH-13_p.pdf</p>
<p>Declaration to opt-out:</p> <p>The Physical Security holder may file a declaration for opting out the Nomination in Form ISR-3</p>	<p>Form ISR-3</p> <p>https://www.sebi.gov.in/sebi_data/commondocs/nov-2021/Form ISR-3_p.pdf</p>
<p>Cancellation of nomination by the holder(s) (along with ISR-3) / Change of Nominee:</p> <p>In case of cancellation of nomination by the holder(s) through Form SH-14, then 'Declaration to Opt-out' shall be provided by the holder(s)</p> <p>Securities holder(s) can change their nominee through Form SH-14</p>	<p>Form SH-14</p> <p>https://www.sebi.gov.in/sebi_data/commondocs/nov-2021/Form No. SH-14_p.pdf</p>
<p>Form for Renewal/ exchange of Security Certificate, Endorsement, Sub-division/ Splitting of Security Certificate, Consolidation of Securities Certificate, Transmission, Transposition.</p> <p>(This is with reference to the SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated 25th January, 2022)</p>	<p>Form ISR-4</p> <p>https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.sebi.gov.in%2Fsebi_data%2Fcommondocs%2Fjan-2022%2FForm%2520ISR-4-circular_p.docx&wdOrigin=BROWSELINK</p>