

Information to be provided to RTA by Members holding Securities in Physical form

The Securities and Exchange Board of India ('SEBI') vide its circular dated March 16, 2023 has prescribed provisions for "Common and simplified norms for processing investor's service requests by RTAs and norms for furnishing PAN, KYC details and Nomination". Further, it has made mandatory for the Members holding securities in physical form to furnish PAN, Nomination, Contact details, Bank A/c details and Specimen signature for their corresponding folio numbers to the Registrar and Transfer Agent ('RTA') of the Company. In case of failure to provide required documents and details as per the aforesaid SEBI circular, all folios of such Members shall be frozen on or after October 01, 2023 by the RTA. Click here for SEBI Circulars:

https://www.sebi.gov.in/legal/circulars/mar-2023/common-and-simplified-norms-for-processing-investor-s-service-requests-by-rtas-and-norms-for-furnishing-pan-kyc-details-and-nomination_69105.html

In view of the above circulars, Members of the Company holding securities in physical form are required to provide following documents / details to RTA:

- PAN;
- Nomination (for all eligible folios) in Form No. SH-13 or 'Declaration to Opt-out' in Form ISR-3. Any cancellation or change in nomination shall be provided in Form No. SH-14;
- Contact details including Address with PIN code, Mobile Number and E-mail address;
- Bank Account details including Bank Name and Branch, Bank account number and IFS code;
- Specimen signature.

The Members can submit the above documents/details through following modes:

1. **In Person Verification:** by producing the originals to the authorised person of the RTA, who will retain copy(ies).
2. **In hard copy:** by sending self-attested photocopy(ies) with date of the relevant document at the below mentioned address of the RTA.

MCS SHARE TRANSFER AGENT LTD

101, 1st Floor, Shatdal Complex,
Opp. Bata Show Room,
Ashram Road,
Ahmedabad - 3800 09.
Email: mcsstaahmd@gmail.com
Phone No: 079 – 26580461 / 62 / 63

3. **through e-sign:** In case your email id is already registered with us, you may send the scanned copies of your KYC documents with additionally e-sign affixed on the documents at email-id: mcsstaahmd@gmail.com . Kindly mention the email subject line as “KYC Updation – Gujarat Lease Financing Limited - Folio No : _____”

Sr. No.	Form	Purpose
1.	Form ISR-1	Request for registering PAN, KYC details or changes/updatons there of (only for securities held in physical form)
2.	Form ISR-2	Confirmation of Signature of Securities Holder by the Banker
3.	Form ISR-3	Declaration for Opting-out of Nomination by Holders of Physical Securities
4.	Form SH-13	Nomination Form
5.	Form SH-14	Cancellation or Variation of Nomination

The above mentioned forms referred to in SEBI circulars can be downloaded from Company's Website under the head of Share Holder Blog.