

I/We are submitting documents as per Table below (tick [✓] as relevant, Refer to the instructions/Remark):

No	✓	Document/Information/Details	Instruction/Remark
1	<input type="checkbox"/>	PAN of (all) the (joint) holder(s)/Legal claimants]	PAN copies of all the holder(s)/claimants duly self-attested with date to be enclosed. PAN shall be valid only if it is linked to Aadhaar by March 31, 2023, or any date as may be specified by the CBDT.
2	<input type="checkbox"/>	Demat Account Number	Provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.
3	<input type="checkbox"/>	Proof of Address of the first Holder (Only if there is Change of Address)	<p>In case your Folio is not KYC compliant, provide self attested copy of any ONE of the documents, issued by a Govt. Authority.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by the Depository Participant. <input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence/ Driving License/Flat Maintenance Bill* <input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old. <input type="checkbox"/> Identity card (with Photo) / document with address, issued by Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions. <input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken. <input type="checkbox"/> The proof of address in the name of the spouse* <p>* Kindly provide additional self-attested copy of Identity Proof of the holder/claimant.</p>
4	<input type="checkbox"/>	Bank details	Provide Original cancelled cheque leaf bearing the name of the first holder/claimant OR the latest copy of the bank statement with details of bank name, branch, account number and IFSC, duly attested by the Bank Manager. In case these documents are not provided, the details available in the CML will be updated in the folio.
5	<input type="checkbox"/>	E-mail address	As mentioned, alternatively the E-mail address available in the CML as enclosed will be updated in the folio.
6	<input type="checkbox"/>	Mobile	As mentioned, alternatively the mobile number available in the CML as enclosed will be updated in the folio.
7	<input type="checkbox"/>	Specimen Signature	Provide Banker's attestation of the signature of the holder(s) as per Form ISR – 2 and Original cancelled cheque leaf bearing the name of the first holder/claimant.
8	<input type="checkbox"/>	Nomination	<ul style="list-style-type: none"> <input type="checkbox"/> Form SH-13 For First Time Nomination <input type="checkbox"/> Form ISR-3 To "OPT-Out" of Nomination OR if No-Nomination is required
9	<input type="checkbox"/>	Procedure & Forms for Issue of Duplicate	Click to Download –Procedure for Issue of Duplicate Securities Certificate(s) Click to Download -Formats of Affidavit & Indemnity
10	<input type="checkbox"/>	Procedure & Forms for Transposition / Name Deletion	Click to Download –Procedure and Forms for Transposition or Name Deletion Click to Download -Application for Transposition & Name Deletion
11	<input type="checkbox"/>	Claim of Securities from Unclaimed Suspense Account	In addition to the documents mentioned in SR. No 1 to 8 above, request you to submit this duly completed Form ISR-4, bearing the signatures of all the registered holder(s) as mentioned in this form.
12	<input type="checkbox"/>	Endorsement /Consolidation of Securities/ Sub-Division / Splitting of Securities Certificate / Replacement or Renewal or Exchange of certificates / Consolidation of Folio(s)	In addition to the documents mentioned in SR. No 1 to 8 above, request you to submit this duly completed Form ISR-4, bearing the signatures of all the registered holder(s) as mentioned in this form. Attach the original certificate(s) as per the requested service type.

Note: All the above forms are also available on our website <https://www.linkintime.co.in>.

After processing the service request, we shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.