

(A Government of India Enterprise) 1<sup>st</sup> Floor of 3/481, Vikalp Khand Gomti Nagar Lucknow UP 226010, India CIN: L25111UP1972GOI003599 Telephone No. 0522-3178490, E-mail: csscootersindia@gmail.com Website: www.scootersindialimited.com

### Procedure for updation of Email ID/Mobile Number

Members holding shares in physical form may update/register their email id/mobile no by sending duly signed hard copies of the following documents to:

Skyline Financial Services Private Limited Unit – Scooters India Limited First Floor, D 153 A Okhla Industrial Area Phase-1, New Delhi – 110 020 Phone: 011 - 26812682, 40450193 to 97, E-mail – <u>virenr@skylinerta.com</u>.

- 1. Form ISR-1 (Format Attached).
- 2. Self-Attested PAN Card
- 3. Request Letter signed by the member

# Form ISR – 1

(see SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

## **REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF**

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date:\_\_\_/\_\_\_/\_\_\_\_

# **A.** I / We request you to Register / Change / Update the following (Tick ✓ relevant box)

	Bank details	□ Signature
Mobile number	E-mail ID	Address

### **B.** Security Details:

Name of the Issuer Company	Folio No.:
Name(s) of the Security holder(s)	1.
as per the Certificate(s)	2.
	3.
Number & Face value of	
securities	
Distinctive number of securities	From To
(Optional)	

# **C.** I / We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

	✓	Document / Information / Details	Instruction / Remark				
1	PA	N of (all) the (jo	the (joint) holder(s)				
		PAN					
		Whether it is Valid (linked to Aadhaar): □ Yes □No	PAN shall be valid only if it is linked to Aadhaar by March 31, 2022* For Exemptions / Clarifications on PAN, please refer to Objection Memo in page 4				
2		Demat Account Number	Also provide Client Master List ( <b>CML</b> ) of your Demat Account, provided by the Depository Participant.				

3	Proof of Address of the first holder	<ul> <li>Any one of the documents, only if there is change in the address;</li> <li>Client Master List (CML) of your Demat Account, provided by DP.</li> <li>Valid Passport/ Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill.</li> <li>Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.</li> <li>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.</li> <li>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 in the name of the spouse</li> </ul>
4	Bank details	Account Number: Bank Name: Branch Name: IFS Code: Provide the following: original cancelled cheque with name of security holder printed on it <i>or</i> <u>Bank</u> <u>Passbook or Bank Statement attested by the Bank</u> #
5	E-mail address	#
6	Mobile	#

\* or any date as may be specified by the CBDT (DP: Depository Participant) # In case it is not provided, the details available in the CML will be updated in the folio

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our folio (s) \_\_\_\_\_\_, \_\_\_\_\_, (use Separate Annexure if extra space is required) in which I / We are the holder(s) (strike off what is not applicable).

**Declaration:** All the above facts stated are true and correct.

	Holder 1	Holder 2	Holder 3
Signature	$\checkmark$		
Name	$\checkmark$		
Full address	$\checkmark$		
PIN			