

**LOTTE INDIA CORPORATION LIMITED**

Regd. Office : 22b, 2nd Floor, Commerce House- IV, Beside Shell Petrol Pump,  
100 ft Road, Prahalad Nagar, Ahmedabad- 380 015, Gujarat.  
Phone No. 079 - 4020 9000; e-mail: compsecy@lotteindia.com  
Corporate Identity Number: U15419GJ1954PLC153704; Website: www.lotteindia.com

04.07.2025

**Dear Shareholder,**

**Sub: Intimation of Capital Reduction pursuant to the Scheme of Arrangement between Havmor Ice Cream Private Limited ("Havmor India") and Lotte India Corporation Limited ("Lotte India" or "Company") ("Scheme") as approved by the Hon'ble National Company Law Tribunal, Ahmedabad Bench ("NCLT")**

This is to inform you that the Scheme which was earlier approved by equity shareholders at their meeting held on October 12, 2024 has been sanctioned by the NCLT vide its order dated 26.03.2025 read with order dated 24.04.2025. A copy of the NCLT Order may be downloaded from the Company's website at [www.lotteindia.com](http://www.lotteindia.com)

***The Scheme inter-alia provides for the Reduction of Share Capital of the Company by cancellation of equity shares held by the "Relevant Shareholders" as on the "Record Date 2" and by paying back requisite consideration of Rs.882.29 per equity share of Rs.10 each to the Relevant Shareholders in accordance with Clause 23 of the Scheme ("Capital Reduction").***

For above purpose, the term "Relevant Shareholders" refers to all the shareholders of the Company other than Promoters (as defined under clause 4.15 of the Scheme) who are the shareholders of the Company as on Record Date 2 and, "Record Date 2" means the date as fixed by the Board of Directors of the Company for the purpose of determining the Relevant Shareholders for the purpose of Capital Reduction under Part IV of the Scheme.

The Board of Directors of the Company has fixed the date for determination of Relevant Shareholders as on 18.07.2025 ("Record Date 2").

**PROCEDURE FOR CAPITAL REDUCTION AND PAYMENT**

1. **Relevant Shareholders (applicable to shareholders holding shares either in physical or Demat form) are requested to send the applicable details as per the Information Checklist as enclosed with this notice.**

Annexure 1 (Part – 1)	Applicable to Resident shareholders
Annexure 1 (Part – 2), Annexure 1A and 1B	Applicable to Non – resident shareholders including foreign nationals

The above information / documents can be sent on or before 16.07.2025, by writing to Company's Registrar and Share Transfer Agent (RTA) viz. Cameo Corporate Services Limited, (Lotte India - Capital Reduction), Subramanian Building, 1, Club House Road, Anna Salai, Chennai, Tamil Nadu 600002 or by sending an email to the RTA at [murali@cameoindia.com](mailto:murali@cameoindia.com) by mentioning in the subject as "LICL – Capital Reduction – reg".

2. **In addition to the above, relevant Shareholders holding shares in physical form** are requested to fill the enclosed **Form ISR -1** and send the **details and documents physically** to the Company's Registrar and Share Transfer Agent ("RTA") viz. Cameo Corporate Services Limited, (Lotte India - Capital Reduction), Subramanian Building, 1, Club House Road, Anna Salai, Chennai, Tamil Nadu 600002 before 16.07.2025.

Details required under above Para 1 and 2 as applicable are required for processing the payment including computation of TDS liability.

Persons who will become shareholders of the Company after record date can also provide the applicable details as above to the RTA asap.

3. Post completion of verification of details received as per the Information Checklist, payments will be made to the Relevant Shareholders (after deducting applicable TDS / withholding tax) on or before 31st July, 2025. The payments will be discharged by electronic transfer of funds via NEFT/ RTGS/ IMPS or by issue of cheque, pay order / warrant or demand draft. The bank details downloaded electronically from the Relevant Shareholder's depository participant who are holding the shares in demat mode as on the Record date 2 shall be used for making payment of the consideration. **The Relevant Shareholders are advised to ensure that bank account details are updated in their respective demat account through their depository participant as these bank account details would be used for payment of consideration.** In case the electronic transfers are unsuccessful due to wrong bank accounts details or unavailability of bank account details or availability of incomplete bank account details of the Relevant Shareholders, the payment of consideration to the Relevant Shareholders will be done in the form of a demand draft / warrant / pay order in favor of the first / sole Relevant Shareholder and dispatched by courier / registered post / speed post, at the sole risk of Relevant Shareholder, at the address of the first / sole Relevant Shareholder as recorded in the Register of Members (ROM) of the company as on the Record date 2. The Company shall not be responsible for any delay in receipt of consideration by the Relevant Shareholders owing to such incorrect/ unavailable details of bank accounts.
4. In case the consideration payable to the Relevant Shareholders remains unpaid or unclaimed for any reason, the Company shall retain such consideration for a period of 7 (seven) years on behalf of such Relevant Shareholders, subject to applicable statutory enactment(s), and release the same on completion of necessary formalities by such Relevant Shareholder. After the said period, the amount outstanding and lying in the bank account may be appropriated in a manner as may be permitted under any law then in force or it may transfer the same to the Investor Education and Protection Fund or such fund which may be permitted under any law then in force or as per the applicable provisions of the Companies Act, 2013.
5. The Relevant Shareholders whose equity shares are cancelled shall cease to be shareholders in the Company.

#### **IMPLICATIONS UNDER INCOME-TAX ACT, 1961:**

6. The Company shall undertake appropriate deduction of tax at source ("**TDS**") in India as required in compliance with the relevant provisions of Income-tax Act, 1961 read with Income Tax Rules, 1962 at the time of payment of consideration to the Relevant Shareholders who are residents in India. In case of non-resident shareholders, the company shall undertake appropriate deduction of tax at source in India at the time of payment or credit, whichever is earlier, of consideration.
7. In terms of Section 2(22)(d) of the Income-tax Act, 1961, payment made by the Company pursuant to Capital Reduction is taxable as dividend in the hands of the Relevant Shareholders, given that the Company has adequate accumulated profits. Accordingly, TDS implications for the Company is provided below.

#### **8. TDS in case of resident shareholders:**

- i. The Company shall deduct TDS at the rate of 10% of the consideration payable to the resident shareholders as per Section 194 of the Income-tax Act, 1961. However, no TDS will be deducted if the resident shareholder falls in one of the exempted categories of shareholders:
  - a. If the shareholder is an individual, and the amount of consideration paid does not exceed INR 10,000 in financial year 2025-26; or
  - b. If the shareholder is:
    - Life Insurance Corporation of India established under the Life Insurance Corporation Act, 1956 (31 of 1956), in respect of any shares owned by it or in which it has full beneficial interest; or
    - General Insurance Corporation of India or to any of the four companies formed by virtue of the schemes framed under sub-section (1) of section 16 of the General Insurance Business (Nationalization) Act, 1972, in respect of any shares owned by it or in which it has full beneficial interest; or

- Any other insurer; or
  - Business Trust, as defined in clause (13A) of section 2, by a special purpose vehicle referred to in the Explanation to clause (23FC) of section 10 of the Income-tax Act, 1961
- ii. In case of any resident shareholder, if the PAN is not available or if available, it is either (i) invalid or (ii) does not belong to the shareholder, the Company will deduct tax at the rate of 20% of the consideration paid to the resident shareholders in accordance with provisions of Section 206AA of the Income-tax Act, 1961.
- iii. If any resident shareholder requires the Company not to deduct tax or to deduct tax at a lower rate than above mentioned tax rates, for any reason, the said resident shareholder shall provide the Company with either of the following documents along with the completed Information Checklist:
- a. Certificate for no deduction of tax or deduction of tax at lower rates obtained from the income-tax authorities in terms of Section 197 of the Income-tax Act, 1961; or
  - b. Declaration in Form 15G/15H in terms of Section 197A of the Income-tax Act, 1961.

In absence of said certificate/ declaration, the Company shall deduct the tax as per above mentioned tax rates.

**9. Tax deduction in case of non-resident shareholders, including non-resident individuals (NRIs):**

- i. The Company shall deduct TDS at the rate of 20% (plus applicable surcharge and cess<sup>1</sup>) of the consideration payable to non-resident shareholders as per the provisions of Section 195 read with section 115A of the Income-tax Act, 1961.
- ii. All non-resident shareholders are required to submit their PAN for income-tax purposes. In case of non-residents, if PAN is not available or is invalid or does not belong to the shareholder, the Company will deduct tax at the rate of 20% or at the rate in force or at the rate specified in the relevant provisions of the Act, whichever is higher, in accordance with provisions of Section 206AA of the Income-Tax, Act, 1961.
- iii. If Relevant Shareholders requires the Company not to deduct tax or to deduct tax at a lower rate, for any reason, the said shareholder shall obtain the certificate for no deduction of tax or deduction of tax at lower rates from the income-tax authorities and submit the same with the Company along with the completed Information Checklist. In absence of said certificate, the Company shall deduct the tax at rates applicable to the Relevant Shareholder.
- iv. Where non-resident shareholder is tax resident of a Country which has entered into a Double Tax Avoidance Agreement (hereinafter referred as "DTAA") with India, it may be possible for the non-resident shareholder to avail the beneficial provisions, if any, under the DTAA. If the non-resident shareholder opts to avail the beneficial provisions as per DTAA, a Tax Residency Certificate ("TRC") of such person obtained from the tax authorities of the Country of which such person is the tax resident covering the period in which consideration is paid by the Company, duly filed and signed Form 10F over income tax portal and self-declaration for no permanent establishment/ place of effective management, along with all the other prescribed information, should be submitted along with the Information Checklist. In absence of aforementioned documents, the Company shall deduct TDS as per paragraphs 8(i) to 8(iii) above.
10. In case of any ambiguity, incomplete or conflicting information or information not being provided to the Company by the Relevant Shareholder, the Company reserves the right to deduct tax basis the maximum rate prescribed for such category of shareholder.
11. If for any reasons, the Income-Tax Department raises a vicarious liability in relation to the tax deducted by the Company and seeks to recover any tax (which is the tax liability of the Relevant Shareholder) from the Company, the Shareholder agrees to indemnify the Company for the same.

<sup>1</sup> Health and education cess

12. In case tax is deducted at a higher rate, an option is still available with the Relevant Shareholder to file the return of income and claim an appropriate refund. No claim shall lie against Company for any taxes deducted by the Company.
13. Relevant Shareholders may consult their tax advisors for understanding the impact of applicable tax provisions, payment of advance tax / self-assessment tax, filing of income tax return and the appropriate course of action that they should take. The Company does not accept any responsibility for any tax position adopted by any Relevant Shareholder or any tax compliance obligation arising in the hands of the Relevant Shareholder.

*This communication is not exhaustive and does not purport to be a complete analysis or listing of all potential tax consequences in the matter of payment on Capital Reduction.*

**PAYMENT TO NON-RESIDENT SHAREHOLDERS:**

14. To the extent the consideration is payable to any non-resident shareholders on the Capital Reduction, the Company shall be subject to, and any payments by the Company would be subject to, applicable laws, including with the provisions of Foreign Exchange Management Act, 1999 and the regulations thereunder.
15. Non-resident shareholders give the Company the authority to make, sign, execute, deliver, acknowledge and perform all applications to file regulatory reporting(s), if required, including the Form FC-TRS, if necessary and such non-resident shareholders undertake to provide assistance to the Company for such regulatory reporting, if required and as and when requested by the Company.

**DISCLAIMER:**

*This communication is solely for the benefit of the shareholders and due care has been taken by the Company to check the accuracy of the information. However, the Company does not take any express or implied liability to provide this guidance. The shareholders are advised to seek independent tax advisory should they deem it necessary.*

In case of any queries, you may contact the Company Secretary at [compsecy@lotteindia.com](mailto:compsecy@lotteindia.com) or the Company's RTA at [murali@cameoindia.com](mailto:murali@cameoindia.com).

Thanking you.

For **Lotte India Corporation Limited**

**T G Karthikeyan**  
**Company Secretary**

04.07.2025  
Chennai

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**ANNEXURE -1**  
**INFORMATION CHECKLIST**

Shareholders are advised to consult their tax advisors for the treatment that may be adopted for the purpose of depositing advance tax, filing the income tax return, the treatment that may be given by their respective assessing officers in relation to the capital reduction, and the appropriate course of action that they should take including for filling the below mentioned checklist.

**All Relevant Shareholders are required to provide below details as per their residential status for financial year ("FY") 2025-26 in India:**

**PART 1**

**Resident shareholders –**

1. I/ We certify that I/we belong to the below mentioned exempted category of shareholders as per Section 194 of the Income-tax Act, 1961 (*Please ✓ the relevant option and provide supporting document*)

\_\_\_\_\_ Individual resident in India and the consideration in the nature of dividend received/ receivable by me in FY 2025-26 from the Company does not exceed INR 10,000

\_\_\_\_\_ Life Insurance Corporation of India established under the Life Insurance Corporation Act, 1956 (31 of 1956); or

\_\_\_\_\_ General Insurance Corporation of India or any of the four companies formed by virtue of the schemes framed under sub-section (1) of section 16 of the General Insurance Business (Nationalisation) Act, 1972; or

\_\_\_\_\_ any other insurer; or

\_\_\_\_\_ business trust, as defined in clause (13A) of section 2, by a special purpose vehicle referred to in the Explanation to clause (23FC) of section 10 of the Income-tax Act, 1961.

*Please note that if none of the aforementioned options is selected then tax shall be deducted by basis applicable tax rate i.e. 10% under Section 194 of the Income-tax Act, 1961.*

2. Please provide the Permanent Account Number (PAN) obtained from the Indian Revenue authorities if not already updated with the RTA - \_\_\_\_\_. *If PAN is not available, please mention "Not available" in the space provided.*

3. I/We certify that I/we are eligible for nil or lower tax deduction, basis the order obtained from income tax authorities for (*Please ✓ the relevant option*) -

\_\_\_\_\_ Non deduction of tax at source

\_\_\_\_\_ Deduction at lower rate

Please annex a copy of the order and provide lower/ nil tax deduction order number \_\_\_\_\_. Please annex a copy of the PAN as well.

4. I certify that I am eligible for nil tax deduction under Section 197A of the Income-tax Act, 1961 and I have attached the self-declaration in the prescribed Form 15G or Form 15H. (Please answer in Yes/ No and mention the Form No.) \_\_\_\_\_

\_\_\_\_\_  
Signature

Name:

Address:

Folio No.

DP ID / Client ID

E-mail ID:

Contact number:

Date:

Place:

## PART 2

### Non-resident shareholders –

1. Please provide a copy of self attested Permanent Account Number (PAN) obtained from the Indian Revenue authorities if not already updated with the RTA - \_\_\_\_\_. *If PAN is not available, please mention "Not available" in the space provided.*
2. I/We certify that I/we are eligible for nil or lower tax deduction, basis the order obtained from income tax authorities for *(Please ✓ the relevant option)* -

\_\_\_\_\_ Non deduction of tax at source

\_\_\_\_\_ Deduction at lower rate

Please annex a copy of the order and provide lower/ nil tax deduction order number \_\_\_\_\_. Please annex a copy of the PAN as well.

3. I/We hereby certify that:
  - a) I/We qualify as a tax resident of \_\_\_\_\_ *(please specify country)* in terms of the applicable Double Taxation Avoidance Agreement ('DTAA') and the domestic laws of the above specified country and do not qualify as a tax resident of India as per Section 6 of the Income-tax Act, 1961 during the year FY2025-26 (i.e. period from 01 April 2025 to 31 March 2026). *Please note that if name of the country is not mentioned, tax shall be deducted by applying the maximum base tax rate and surcharge, as applicable in India.*
  - b) I/We have a valid Tax Residency Certificate (TRC) obtained from the tax authorities of \_\_\_\_\_ *(please specify country)* for the period \_\_\_\_\_ to \_\_\_\_\_ *(please specify period for which TRC is valid)*. *Please note that if TRC details are not provided, it will be assumed that the shareholder does not have a valid TRC. Shareholder can provide Form 10F, filed over income tax portal, if the TRC does not provide all prescribed details.*
  - c) I/We, have examined my/our investment structure in India, analysed my/our activity of purchase and sale of listed Indian securities basis the Indian General Anti Avoidance Rules ('GAAR') in terms of Chapter X-A of the Income Tax Act, 1961 read with applicable rules and confirm that the main purpose of my/our investment structure is not to obtain benefits of the applicable DTAA and I/ we do not satisfy the secondary criteria in relation to impermissible avoidance agreement specified in clauses (a) to (d) of Section 96(1) of the Income Tax Act, 1961. *(Please answer in Yes/ No)* \_\_\_\_\_
  - d) We do not have a permanent establishment in India during FY 2025-26 (i.e. period from 01 April 2025 to 31 March 2026). *(Please answer in Yes/ No)* \_\_\_\_\_
  - e) I am/We are liable to tax, in case the conditions of 'liable to tax' is a pre-requisite for availing benefit of applicable DTAA in terms of Section 2(29A) of the Income Tax Act, 1961 or applicable DTAA. *(Please answer in Yes/ No)* \_\_\_\_\_
  - f) I/We confirm that I am/we are entitled to claim benefits under the DTAA between India and \_\_\_\_\_ *(please specify country)* as modified by the Multilateral Instrument ('MLI'), (wherever applicable) and that all relevant provisions of MLI are fulfilled (including but not limited to the "Principal Purpose Test", "Limitation of Benefit" test, etc.) in order to implement DTAA related measures to prevent base erosion and profit shifting signed by India and the abovementioned country. *(Please answer in Yes/ No)* \_\_\_\_\_.
  - g) The tax benefit, if any, derived from investment in shares of Lotte India Corporation Limited would be in accordance with the object and purpose of the relevant provisions of the DTAA between India and \_\_\_\_\_ *(please specify country)*. *(Please answer in Yes/ No)* \_\_\_\_\_

h) I am/We are the beneficial owner of the investments made by me/us in the shares of Lotte India Corporation Limited. *(Please answer in Yes/ No)* \_\_\_\_\_.

4. We have enclosed the following documents as evidence of eligibility to claim any double tax treaty benefit. *(Please ✓ the relevant option)*

\_\_\_\_\_ Tax Residency Certificate

\_\_\_\_\_ Signed Form 10F

\_\_\_\_\_ Declaration for no-permanent establishment/ place of effective management in India

\_\_\_\_\_ Any others, please specify \_\_\_\_\_

5. I/we hereby (a) authorise the Company to take all necessary action, solely to the extent required, and if necessary, to be undertaken by the Company, for making any regulatory / statutory filings and compliances on my/our behalf, including filing of Form FC-TRS, if applicable; and (b) undertakes to provide the requisite assistance to the Company for making any such regulatory / statutory filings and compliances. In this regard, I/ we have enclosed the following documents: *(Please ✓ the relevant option)*

\_\_\_\_\_ Acknowledged copies of Form FC-GPR/ FC-TRS for shares held by the non-resident shareholder

\_\_\_\_\_ FEMA declaration by the non-resident shareholder (in the attached format – Annexure 1A)

\_\_\_\_\_ Consent letter from the non-resident shareholder (in the attached format – Annexure 1B)

\_\_\_\_\_ Self attested copy of the Passport

**Declaration** – I/We confirm that if for any reasons, the income-tax department raises a vicarious liability in relation to the tax deducted by the Company and seeks to recover any tax (including interest and penalty which is my/our tax liability) from the Company, I/we agree to indemnify the Company for the same.

Shareholders participating in capital reduction are required to share soft copy (clear and legitimate) of the above requested documents at the Company's RTA email id [murali@cameoindia.com](mailto:murali@cameoindia.com).

Also, please mention your Client ID/ DP ID and PAN in subject while sending the email.

The Company reserves the right to seek any additional clarification from the shareholder in respect of the details requested above.

\_\_\_\_\_  
Signature

Name:

Address:

Folio No.

DP ID / Client ID

E-mail ID:

Contact number:

Date:

Place:



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**ANNEXURE - 1A****Declaration by the Non-resident Transferor \***

**Transferee:** Lotte India Corporation Limited, a company incorporated under the laws of India having its registered office at 22 b, 2nd Floor, Commerce House-4, Beside Shell Petrol Pump, Prahaladnagar, Jodhpur Char Rasta, Ahmedabad, Gujarat- 380015, India.

**Transferor:** \_\_\_\_\_, citizen of \_\_\_\_\_, son/daughter of \_\_\_\_\_, residing at \_\_\_\_\_

**Type of Instrument:** Equity shares

**Number of shares:** \_\_\_\_\_

**Consideration per share:** INR 882.29 per equity share

**I/We, \_\_\_\_\_ (the transferor), hereby declare that:**

- i) The particulars given above are true and correct to the best of my knowledge and belief.
- ii) I/ We, was/were holding the equity instruments of the company as per provisions under FEMA or the rules and regulations framed, or directions issued thereunder as amended from time to time and as applicable on repatriation/non-repatriation basis.
- iii) I / we, am / are eligible to acquire /transfer the equity instruments in a company in terms of rules ibid.
- iv) The investment is within the sectoral cap/ statutory ceiling permissible under the rules/ regulations, ibid and in compliance with the attendant conditions.

Thanking you,

\_\_\_\_\_  
Signature of the Declarant

Name:

Address:

Folio No.

DP ID / Client ID

E-mail ID:

Contact number:

Date:

Place:

\* The above declaration is the requirement of RBI / Statutory authorities and therefore, the non resident shareholders are required to send the details duly filled in without fail.



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**ANNEXURE - 1B****Consent letter from the Non-resident Transferor \***

To,  
Lotte India Corporation Limited,  
22 b, 2nd Floor, Commerce House-4, Beside Shell Petrol Pump,  
Praladnagar, Jodhpur Char Rasta,  
Ahmedabad, Gujarat- 380015, India

**Subject: Consent to transfer [ ] (number) equity Shares of Lotte India Corporation Limited**

Dear Sir/Ma'am,

This is in relation to the transfer of \_\_\_\_\_ (number) Equity Shares of Lotte India Corporation Limited held by \_\_\_\_\_ (the transferor) to Lotte India Corporation Limited for the purpose of reduction of share capital at INR 882.29 per Equity share as per the Scheme of Arrangement approved by the Hon'ble National Company Law Tribunal, Ahmedabad Bench.

We hereby confirm that \_\_\_\_\_ (number) Equity Shares of Lotte India Corporation Limited held by me were transferred to Lotte India Corporation Limited for a consideration of INR \_\_\_\_\_ (mention total consideration in figures) INR \_\_\_\_\_ only (mention total consideration in words).

Thanking you,

\_\_\_\_\_  
Signature of the Declarant

Name:

Address:

Folio No.

DP ID / Client ID

E-mail ID:

Contact number:

Date:

Place:

\* The above declaration is the requirement of RBI / Statutory authorities and therefore, the non resident shareholders are required to send the details duly filled in without fail.

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Authorization: I/ We authorise you (RTA) to update the above PAN and KYC details in following additional folio(s) held in my / our name (use Separate Annexure if extra space is required):

S. No.	Name of the Issuer Company	Folio No.	Quantity of securities	Face value of securities	Distinctive number of securities (Optional)

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	✓		
Name	✓		
Full address	✓		
PIN	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

#### Mode of submission of documents to the RTA

Please use any one of the following mode:

- Through 'In Person Verification' (IPV):** The authorized person of the RTA shall verify the original documents furnished by the investor and retain copy (ies) with IPV stamping with date and initials.
- Through Post:** Hard copies of the documents which are self-attested.
- Through electronic mode with e-sign:** The holder(s)/ claimant(s) may furnish the documents to RTAs electronically including by way of email or through service portal of the RTA provided the documents furnished shall have e-sign\* of the holder(s)/ claimant(s).

\*E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-Sign user. The holder/claimant may approach any of the empanelled e-Sign Service Providers, details of which are available on the website of Controller of Certifying Authorities (CCA), Ministry of Communications and Information Technology (<https://cca.gov.in/>) for the purpose of obtaining an e-sign.

## Note

<ul style="list-style-type: none"> <li>Holders of physical securities in company are mandatorily required to furnish PAN, KYC details (Contact details, Bank Account Details, Signature) and Nomination (for all the eligible folios) to enable RTA to process any service request or complaints received from the security holder(s)/ Claimants.</li> </ul>	
<ul style="list-style-type: none"> <li>Upon receipt or up-dation of bank details, the RTA shall, suo-moto, generate request to the company's bankers to pay electronically all the moneys of / payments to the holder that were previous unclaimed / unsuccessful.</li> </ul>	
<ul style="list-style-type: none"> <li>RTA shall update the folio with PAN, KYC details and Nominee, within timelines as mentioned in the circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/670 dated November 26, 2021. However, cancellation of nomination, shall take effect from the date on which this intimation is received by the company / RTA.</li> </ul>	
<ul style="list-style-type: none"> <li>RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination.</li> </ul>	
<ul style="list-style-type: none"> <li>Specimen Signature</li> </ul>	<p><b>Option A</b></p> <p>i. Security holder shall provide the following documents:</p> <p>(a) Original cancelled cheque with name of the security holder printed on it; or</p> <p>(b) Self-attested copy of Bank Passbook/ Bank Statement;</p> <p style="text-align: center;"><b>and</b></p> <p>ii. Banker's attestation of the signature of the same bank account as mentioned in (i) above as per <b>Form ISR - 2</b>.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Option B</b></p> <ul style="list-style-type: none"> <li>The investor may get his or her signature changed or updated by visiting the Office of the RTA in person. In such a case, the investor shall sign before the authorized personnel of the RTA, along with PAN card and any one additional document mentioned at Serial Nos. 1-4 of Annexure – E of SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, in original for verification by the RTA, and submit self-attested copies of the same.</li> </ul>
<ul style="list-style-type: none"> <li>Nomination**</li> </ul>	<ul style="list-style-type: none"> <li>Providing Nomination: Please submit the duly filled up Nomination Form (SH-13) or 'Declaration to Opt out of Nomination' as per Form ISR-3, in SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023</li> <li>Variation in Existing Nomination: Please use Form SH-14</li> <li>Cancellation of Existing Nomination and opting out: use Form SH-14 &amp; Form ISR – 3</li> </ul>

\*\* Nomination (Form SH-13 or SH-14) / 'Declaration to Opt-Out of nomination' (Form ISR – 3), has to be furnished by the holder(s) separately for each company.

## Objection Memo that can be raised by the RTA

*(only if the relevant document / details is / are not available in the folio or  
if there is a mismatch / discrepancy in the same or change thereof)*

### Note

RTAs shall raise all objections, if any / at all, in one instance only; the RTA shall not raise further objections on the same issue again and again, after the holder / claimant furnishes all the prescribed documents and details, unless there is any deficiency / discrepancy in the same.

No.	Item	Documents / Details to be provided to the RTA by the holder(s) / claimant(s)
1	PAN – Exceptions and Clarification	‘Exemptions/clarifications to PAN’, as provided in clause D to ‘Instructions/ Check List for Filing KYC Forms’ in Annexure – 1 to SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011 on Uniform Know Your Client (KYC) Requirements for the Securities Market, shall also applicable for holder(s) / claimant(s) of securities held in physical mode.
2	Minor mismatch in Signature - minor	The RTA shall intimate the holder at the existing address, seeking objection, if any, within 15 days
3	Major mismatch in Signature or its non-availability with the RTA	<p><b>Option A</b></p> <p>i. Security holder shall provide the following documents:</p> <p>(a) Original cancelled cheque with name of the security holder printed on it; or</p> <p>(b) Self-attested copy of Bank Passbook/Bank Statement;</p> <p style="text-align: center;"><b>and</b></p> <p>ii. Banker's attestation of the signature of the same bank account as mentioned in (i) above as per <b>Form ISR - 2</b></p> <p style="text-align: center;"><b>OR</b></p> <p><b>Option B</b></p> <p>The investor may get his or her signature changed or updated by visiting the Office of the RTA in person. In such a case, the investor shall sign before the authorized personnel of the RTA, along with PAN card and any one additional document mentioned at Serial Nos.1-4 of Annexure – E of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, in original for verification by the RTA, and submit self-attested copies of the same.</p>



4	Mismatch in Name	<p>Furnish any one of the following documents, explaining the difference in names;</p> <ul style="list-style-type: none"> <li>• Unique Identification Number (UID) (Aadhaar)</li> <li>• Valid Passport</li> <li>• Driving license in Smart Card form, Book form or copy of digital form</li> <li>• Identity card / document with applicant's Photo, 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>• PAN card with photograph</li> <li>• Marriage certificate</li> <li>• Divorce decree</li> </ul>
5	Present address of the holder is not matching with the address available in the folio	<p>In case the signature of the holder matches with the record available with the RTA, the request for change in address may be processed within the prescribed timelines.</p> <p>In case there is a difference in signature, the RTA shall follow the procedure as prescribed for mismatch in signature as laid down at Para – 1 of Annexure C of SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023</p>