



State Bank of India

(Constituted under the State Bank of India Act, 1955)

Shares & Bonds Department, Corporate Centre, 14th Floor State Bank Bhavan, Madame Cama Road, Mumbai – 400021.

Website: <https://bank.sbi> Email: investor.complaints@sbi.co.in

Phone No. 022-22740841-8, 22742403, 22741474

Date: 25.03.2022

Subject: Mandatory furnishing of PAN, KYC Details (including email, mobile number and bank account details), Nomination in respect of physical shareholding as per SEBI guidelines to avoid freezing of shareholding and Dematerialization of physical shares

Dear Shareholder(s),

We wish to inform you that Securities and Exchange Board of India (SEBI) has, by its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November 2021, read with Circular No. SEBI/HO/ MIRSD_RTAMP/P/CIR/2021/687 dated 14th December 2021, has advised as under:

- I. From January 1, 2022, the RTAs shall not process any service requests or complaints received from the physical shareholder(s) / claimant(s), till PAN, KYC and Nomination documents/details are received. Hence shareholders holding shares in physical form should submit copies of PAN Card, KYC details (including email, mobile number and bank account details) and Nomination details to the Company/ Registrar & Share Transfer Agent (RTA).
- II. The folios wherein any one of the abovementioned document / details are not made available by March 31,2023, shall be frozen by the RTA.
- III. Such shareholders shall be eligible to lodge grievance or avail service request from the RTA only after furnishing the complete documents and shall be eligible for any payment including dividend, interest or redemption payment only through electronic mode.
- IV. After December 31, 2025, the frozen folios shall be referred by the RTA / company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and /or Prevention of Money Laundering Act, 2002.
- V. Shareholders should ensure that their PAN is linked to Aadhar by March 31,2022 or any other date as may be specified by the Central Board of Direct Taxes (CBDT) to avoid freezing of physical shares.

2. In view of the above, shareholders holding shares in physical form are required to furnish valid PAN, KYC details and Nomination immediately to Bank's RTA in the prescribed forms (as per attached formats) to ensure that their folios are not frozen after March 31, 2023.

3. Accordingly, we request you to please provide the following documents

- a) For updating PAN and KYC details, please fill up the attached Form ISR-1
- b) Self-attested copy of your PAN card (including PAN Card of the joint holders duly self-attested by them)
- c) Postal address with PIN Code, Self-attested copy of your valid address proof

- d) Mobile number and E-mail address
- e) Bank account details i.e., bank name, branch, account number and IFS Code supported by self- attested bank statement or original cancelled cheque leaf
- f) Specimen signature - Provide Banker's attestation of the signature in the Form ISR – 2
- g) Nomination for the aforesaid folio(s) in Form SH-13 or 'Declaration to Opt-out' in Form ISR-3, if you do not wish to nominate any person.

4. For the sake of convenience, various forms/documents required to be submitted are mentioned here under:

Sl. No.	Purpose	Form No.
1	Request to register PAN, KYC details or changes/ updation thereof	Form ISR-1
2	Updating Specimen Signature	Form ISR-2
3	Registration of Nomination	Form SH-13
4	Declaration Form for Opting-out of Nomination	Form ISR -3

Note: The above-mentioned Forms /Documents are prescribed by SEBI for individual shareholders. These forms are available on bank website (<https://bank.sbi> under Investor Relations link). For non-individual shareholders, please furnish KYC documents as applicable to your category of shareholding and applicable law/guidelines.

5. Further, SEBI has mandated that transfer/sale of securities held in physical form shall not be processed unless the same are held in the dematerialized form with a depository. This implies that you will not be able to transfer/sell the shares held in physical form. In view of this, we request you to dematerialize your shares at the earliest to reap the multiple benefits. Please note that the Re.1 face value share certificate sent pursuant to stock split by the Bank on 22.11.2014 and subsequently, upon merger of erstwhile Associate Banks with SBI in April 2017 only can be dematerialized. In case the same is not available with you, please contact our RTA whose address is given below.

6. We request you to send the above details/documents to Bank's Registrar & Transfer Agent (RTA) at following address:

**Alankit Assignments Limited (Unit: State Bank of India)
205-208, Anarkali Complex,
Jhandewalan Extension,
New Delhi-110055
E-mail: sbi.igr@alankit.com
Contact No:7290071335**

7. Alternatively, you may also submit the same through electronic mode (email: kycupdate@alankit.com) provided that documents are sent from e-mail id of the shareholder registered with RTA and all the documents are electronically/digitally signed by the shareholder and in case of joint holders, by first joint holder.

Thanks & Regards,

**(Sham K.)
Assistant General Manager (Compliance & Company Secretary)**