

**Attention: Holders of Physical Shares**

**SEBI has done away with the provisions of requiring the freezing of Folios without PAN, KYC details and Nomination for all Holders of Physical Securities.**

In terms of the Securities and Exchange Board of India (SEBI) vide its Circulars Nos. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16<sup>th</sup> March, 2023 and SEBI/HO/MIRSD/POD-1/P/CIR/2023/158 dated 26<sup>th</sup> September, 2023, the Holders of Physical Shares were requested to submit their PAN, Nomination, Contact Details, Bank Account Details and Specimen Signature in the prescribed Forms, viz., ISR-1, SH-13, SH-14, ISR-3 (as applicable), to the RTA, i.e., M/s X L Softech Systems Ltd., No.3, Sagar Society, Road No.2, Banjarahills, Hyderabad – 500034 (Phone Nos. 040-23545913 / 914 / 915, email: xlfield@gmail.com), at the earliest, in any case so as to reach the RTA on or before 31<sup>st</sup> December, 2023. They were also informed that if the required duly filled in documents complete in all respects were not received by the RTA latest by 31<sup>st</sup> December, 2023, their Folios shall be frozen.

In terms of the aforesaid SEBI Circular dated 16<sup>th</sup> March, 2023, if the Folios remain frozen as on 31<sup>st</sup> December, 2025 due to non-submission of the required documents by the Holders of Physical Shares, the RTA / Company shall refer the frozen Folios to the Administering Authority under the Benami Transactions (Prohibition) Act, 1988 and / or the Prevention of Money Laundering Act, 2002.

Further, SEBI issued Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2023/70 dated 17<sup>th</sup> May, 2023 to all registered Registrars to an Issue and Share Transfer Agents (RTAs) prescribing simplified norms for processing Investors Service Requests by RTAs and for furnishing of PAN, KYC details and Nomination and providing for freezing of the non-compliant Folios and referring of the frozen Folios to the Administering Authority under the Benami Transactions (Prohibition) Act, 1988 and / or the Prevention of Money Laundering Act, 2002.

Now, SEBI, vide its Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated 17<sup>th</sup> November, 2023, has dispensed with these requirements of freezing of Folios and referring of the frozen Folios to the aforementioned Administering Authority.

Scanned copy of the aforesaid SEBI Circular dated 17<sup>th</sup> November, 2023 is attached herewith for kind information of the Holders of Physical Shares.

**CIRCULAR**

**SEBI/HO/MIRSD/POD-1/P/CIR/2023/181**

**November 17, 2023**

**To**

**All registered Registrars to an Issue and Share Transfer Agents (RTAs)  
All Listed Companies through Recognized Stock Exchanges  
Recognized Stock Exchanges  
All Recognized Depositories  
Depository Participants through Depositories**

Dear Sir / Madam,

**Simplified norms for processing investor's service requests by RTAs and norms for furnishing PAN, KYC details and Nomination**

1. SEBI, vide circular no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 (*now rescinded due to issuance of Master Circular for Registrars to an Issue and Share Transfer Agents dated May 17, 2023*) had simplified norms for processing investor's service request by RTAs and for furnishing PAN, KYC details and Nomination.
2. Based on representations received from the Registrars' Association of India, feedback from investors, and to mitigate unintended challenges on account of freezing of folios and referring frozen folios to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002, it has been decided to do away with the above provisions. Accordingly, para 19.2 of the Master Circular for Registrars to an Issue and Share Transfer Agents dated May 17, 2023 has been amended as follows:
  - 2.1. Reference to the term 'freezing/ frozen' has been deleted.
  - 2.2. Referral of folios by the RTA/listed company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002, has been done away with.
3. Stock Exchanges, Depositories, RTAs and listed companies are advised to:
  - 3.1. comply with the conditions laid down in this circular;
  - 3.2. make necessary amendments to the relevant bye-laws, rules and regulations, operational instructions, as the case may be, for the implementation of the above circular; and

- 3.3. bring the provisions of this circular to the notice of their constituents and also disseminate the same on the website.
- 3.4. communicate and create awareness amongst stakeholders.
4. This circular shall come into force with immediate effect.
5. This circular is issued in exercise of powers conferred by Section 11(1) of the Securities and Exchange Board of India Act, 1992 to protect the interests of investors in securities and to promote the development of, and to regulate the securities market.
6. This circular is available on SEBI website at [www.sebi.gov.in](http://www.sebi.gov.in) under the categories "Legal Framework -> Circulars".

Yours faithfully,

**Aradhana Verma**  
**General Manager**  
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