

## INFORMATION TO MEMBERS FOR UPDATING KYC DETAILS

*(Pursuant to SEBI Circular bearing reference nos. SEBI/HO/MIRSD/POD-1/P/CIR/2023/181 dated November 17, 2023 & SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023, and now rescinded due to issuance of Master Circular dated May 17, 2023, and SEBI directive vide e-mail to RTA on January 23, 2024)*

**Company's Registrar & Transfer Agent ("RTA"): Link Intime India Private Limited**

Dear Member,

As a part of its ongoing measures to protect the interest of the investors in the securities market, SEBI, vide its aforementioned Circulars, has specified simplified and common norms for processing investor service request. SEBI has also specified the formats for members holding shares in physical form, for raising the requests with regard to registration or changes/updation of PAN, KYC, nomination and also for banker's attestation of the signature of the member in the event of major mismatch in the signature of the member.

Further, SEBI has made it mandatory for all holders of physical shares to furnish/update the PAN, nomination, contact details, bank account details and specimen signature with the RTA.

### **Please note that:**

- In case of non-updation of PAN or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature dividend/interest etc. shall be paid to members only through electronic mode with effect from April 01, 2024, upon furnishing all the aforesaid details in entirety.
- If a member updates the PAN, Choice of Nomination, Contact Details including Mobile Number, Bank Account Details and Specimen Signature after April 01, 2024, then the member would receive all the dividends/interest etc. declared during that period (from April 01, 2024, till date of updation) pertaining to the securities held after the said updation automatically.

The Company has also sent letters to the members holding shares in physical form regarding above information.

Members holding shares in physical form are, therefore, requested to furnish/update their PAN/KYC/nomination details, if not done earlier, with Company's RTA by using the relevant forms as appended below:

Sr. No.	Particulars	Forms
1	Request for registering PAN, Bank Account Details, KYC details or changes/updation thereof	ISR-1
2	Confirmation of signature of security holder by the banker	ISR-2
3	Declaration form for opting out/cancellation of nomination*	ISR-3
4	Nomination form	SH-13
5	Cancellation or variation of nomination	SH-14

\*Please use Form SH-14 and Form ISR-3 for cancellation of the existing nomination.

### **Birlasoft Limited**

Registered Office: 35 & 36, Rajiv Gandhi Infotech Park, Phase - I, MIDC, Hinjawadi, Pune (MH) 411057, India

Tel: +91 20 6652 5000 | Fax +91 20 6652 5001 | [contactus@birlasoft.com](mailto:contactus@birlasoft.com) | [www.birlasoft.com](http://www.birlasoft.com)

CIN: L72200PN1990PLC059594

The formats for updation of KYC details & nomination were sent to members holding shares in physical form on the address registered with us. Forms are also available on the website of the RTA on [www.linkintime.co.in](http://www.linkintime.co.in) →Resources →Downloads →General →Formats of KYC and on the website of the Company at <https://www.birlasoft.com/company/investors/policies-reports-filings#Shareholders-info>.

Members may use any ONE of the following modes of submission:

1. **In Person Verification (IPV):** by producing the originals to the authorized person of the RTA, who will retain copy(ies) of the document(s). Please note the registered member(s) have to visit the office of the RTA for IPV and not their representatives.
2. **In hard copy:** by furnishing self-attested photocopy(ies) of the relevant document, with date.
3. **With e-sign:**
  - a) In case the email ID is already registered with us, members may send the scanned copies of their KYC documents with e-sign at our dedicated e-mail ID: [kyc@linkintime.co.in](mailto:kyc@linkintime.co.in). Kindly mention the email subject line as “KYC Updation - (Company Name) - Folio No: ----”
  - b) Members can also upload KYC documents with e-sign affixed on the documents on RTA’s website [www.linkintime.co.in](http://www.linkintime.co.in) - Investor Services - KYC Compliance.

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-sign user. Members may approach any of the empaneled e-sign service providers available on <https://cca.gov.in/> for the purpose of obtaining e-sign.

*In case of any further query, kindly contact our RTA at:*

**LINK INTIME INDIA PRIVATE LIMITED**  
**Unit: BIRLASOFT LIMITED**  
Block No. 202, 2<sup>nd</sup> Floor, Akshay Complex,  
Near Ganesh Temple,  
Off Dhole Patil Road, Pune - 411001.  
Tel: 022-49186270  
Email: [kyc@linkintime.co.in](mailto:kyc@linkintime.co.in)

*You may refer the relevant SEBI Circulars at:*

<https://www.birlasoft.com/company/investors/policies-reports-filings#Shareholders-info>

**For Birlasoft Limited**

Sd/-  
Sneha Padve  
**Company Secretary & Compliance Officer**

**Birlasoft Limited**

Registered Office: 35 & 36, Rajiv Gandhi Infotech Park, Phase - I, MIDC, Hinjawadi, Pune (MH) 411057, India

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