

Happiest Minds Technologies Limited (“Company”)

Information to be provided to the RTA by Shareholders holding shares in physical form

SEBI vide its Circular No. [SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37](#) dated March 16, 2023 has made it mandatory for shareholders holding shares in physical form to furnish PAN, KYC and their Nominee details to the Registrar and Transfer Agent (‘RTA’) of the Company.

Further, all the shareholders holding shares in physical form has to submit the following documents as given in the below table to Company’s RTA i.e Ms. KFin Technologies Private Limited (“KFIN”) by sending an email to einward.ris@kfintech.com along with their name and folio numbers. These forms can also be downloaded from the RTA’s website: https://ris.kfintech.com/clientservices/isc/default.aspx#isc_download_hrd

In case of failure to provide the required documents and details as per the aforesaid SEBI circular, all folios of such shareholders shall be frozen on or after October 01, 2023 by the RTA.

Sl.No.	Particulars	Action Required	Form Number with description	Download Form
1	For Registering/ Updating of details such as i. PAN ii. Postal Address with PIN iii. Email address iv. Mobile number v. Bank Account Details vi. Specimen Signature vii. Demat account details	Please furnish Form ISR-1	Form ISR-1: Request for registering PAN, KYC details or changes / update thereof.	Form ISR-1
2	a) In case of mismatch in the signature of the holder as available in the records of KFin tech and the present signature. b) In case signature is not available with the Company.	Please furnish original cancelled cheque and banker’s attestation of the signature as per Form ISR-2.	Form ISR-2: Confirmation of signature of the securities holder by the Banker.	Form ISR-2
3	Declaration of Nomination	Please provide Form SH-13	Form SH-13: Nomination Form	Form SH-13
4	a) Declaration to not have Nominee(s) b) Cancelling / Opting out of Nomination	Please provide Form ISR-3 and Form SH-14	Form ISR-3: Declaration form for Opting-out of Nomination Form SH-14: Cancellation or variation of Nomination	Form ISR-3 Form SH-14
5	Requesting issue of Duplicate Certificate and other Service Requests for shares held in Physical form.	Please furnish Form ISR-4.	Form ISR-4: Requesting issue of Duplicate Certificate and other Service Requests for shares held in Physical form.	Form ISR-4

6	In case of Transmission	Please furnish Form ISR-5.	Form ISR-5: Request for Transmission of Securities by Nominee(s) or Legal heir(s)	Form ISR-5
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