

**FOR THE ATTENTION OF HOLDERS OF PHYSICAL SECURITIES (EQUITY SHARES)
OF
EQUITAS SMALL FINANCE BANK LIMITED**

Sub: Extension of timelines for mandatory furnishing / Updation of PAN, full KYC details and Nomination by holders of physical Shares

Ref: [SEBI Circular dated September 26, 2023](#)

Dear Shareholder(s)

This is in continuation of our letter in compliance with [SEBI Circular dated March 16, 2023](#) on Common and simplified norms for processing investor's service requests by Registrar and Share Transfer Agents (RTA), which inter-alia mandated compulsory linking of PAN with Aadhar number by all Shareholders within the timelines as stipulated in the aforesaid circular and submission of self-attested copy of PAN (also linked with Aadhar number), postal address, email address, mobile number, bank account details, updation of Specimen signature and nomination by Shareholder(s) holding shares in physical form in listed companies (Herein referred to as "Shareholders") to the Registrar and Share Transfer Agent (RTA) by September 30, 2023.

In furtherance of the same, [SEBI vide its circular dated September 26, 2023](#) has inter-alia extended the timeline for submission of KYC and nomination details by Shareholders up to December 31, 2023. In view of this, Shareholders are requested to update these details (in case the same has not been updated) immediately.

We request you to furnish the documents/details, as per the table below as applicable, to the Company's RTA, immediately on receipt of this letter, in case the same has not been updated.

S. No.	Particulars	Documents and/or details which are required to be submitted to KFin Technologies Limited ("RTA") in the following manner:
1	PAN	Please provide the details in the Form ISR-1 prescribed along with related documents as stated herein towards: 1. Registration/updation of PAN Self-attested copy of your PAN card (including PAN Card of the joint holders duly self-attested by them) 2. Bank account details Bank account details i.e., bank name, branch, account number and IFSC Code supported by self-attested bank statement or original cancelled cheque leaf.
2	Bank account details	
3	Postal Address with PIN	
4	Registration/Updation of E-mail address	
5	Mobile Number	

		<p>3. Postal address</p> <p>Postal address with PIN Code, self-attested copy of your valid address proof.</p> <p>4. Email address & Mobile number Registration of e-mail id. Providing mobile number is mandatory.</p> <p>Additionally, you can provide your Client Master List (CML) of your demat account duly signed and stamped by the Depository Participant for updation of any or all of the above information in the folio.</p>
6	Signature	<p>Registration/ updation of specimen signature</p> <p>Shareholders can register/ update the specimen signature through Form ISR-1 and shall complete either of the two processes:</p> <p>(a) Banker's attestation of the signature of the shareholder(s) in Form ISR-2 and Original cancelled cheque with your name(s) printed thereon or self-attested copy of bank passbook/ statement.</p> <p>(or)</p> <p>(b) The holder of physical shares 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, any one additional document as mentioned herewith in original for verification by the RTA and submit self-attested copies of the same.</p> <p>(i) Unique Identification Number (UID) (Aadhaar)</p> <p>(ii) Valid Passport</p> <p>(iii) Driving license in Smart Card form, Book form or copy of digital form</p> <p>(iv) 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 duly attested by their employer with date and organization stamp</p>
7	Nomination	<p><input type="checkbox"/> Nomination for the aforesaid folio(s) through Form SH-13</p> <p><input type="checkbox"/> Cancellation or variation in nomination through Form SH-14</p> <p><input type="checkbox"/> Declaration to Opt-out through Form ISR-3 (if you do not wish to nominate any person) after cancelling existing nomination, if any, through Form SH-14.</p>

Issuance of Securities in dematerialized form in case of Investor Service Requests:

SEBI vide its circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 has made mandatory for issuance of Securities in dematerialized form for the following investor service requests:

- Issue of duplicate securities certificate;
- Claim from Unclaimed Suspense Account;
- Renewal / Exchange of securities certificate;
- Endorsement;
- Sub-division / Splitting of securities certificate;
- Consolidation of securities certificates/folios;
- Transmission.
- Transposition.

The securities holder/claimant shall submit duly filled up Form ISR-4 along with the documents/details specified therein as per the said circular.

Further, SEBI has also amended Regulation 40 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and has mandated that transfer of securities held in physical form shall not be processed unless the same are held in the dematerialized form with a depository. In view of this we request you to dematerialize your shares at the earliest else you will not be able to transfer your shares held in physical form.

We request you to send the above details to our RTA , M/s. KFin Technologies Limited (Unit: Equitas Small Finance Bank Limited), Selenium Tower-B", Plot No 31 & 32, Gachibowli, Financial District, Nanakramguda, Serilingampally, Hyderabad - 500 032, Telangana or through email at einward.ris@kfintech.com at the earliest, by any one of the following modes:

1. Through hard copies which should be self -attested and dated.
2. Through electronic mode, provided that they are sent through E-mail id of the holder registered with RTA and all documents should be electronically/digitally signed by the Shareholder and in case of joint holders, by first joint holder.

Investors can download the following forms & SEBI Circulars, which are also uploaded on the website of the Bank.

1. [Form ISR-1](#)
2. [Form ISR-2](#)
3. [Form ISR-3](#)
4. [Form ISR-4](#)
5. [Form SH-13](#)
6. [Form SH-14](#)
7. [SEBI Circular dated January 25, 2022](#)
8. [SEBI Circular dated March 16, 2023](#)
9. [SEBI Circular dated September 26, 2023](#)
10. [SEBI Circular dated November 17, 2023](#)