

REQUEST FOR UPDATING KYC DETAILS

[as per SEBI Circular Nos. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021 and SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021.]

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 security holders 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:

- **Effective January 1, 2022, any service request will be entertained by the Company's RTA only upon registration/updation of PAN, KYC and nomination details.**
- **As on March 31, 2022, or any other date as may be specified by the Central Board of Direct Taxes, the folios in which PAN is not linked to Aadhaar will be frozen by the Company's RTA.**
- **Effective April 1, 2023, the folios in which PAN/KYC/nomination details are not available/updated will be frozen by the Company's RTA.**
- **Post 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**

Members holding shares in physical form are 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, 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.

The formats for updation of KYC details & nomination are also being sent to members holding shares in physical form on the address registered with us. Forms will also be available on the

Birlasoft Limited

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

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CIN: L72200PN1990PLC059594

website of the RTA on www.linkintime.co.in →Resources →Downloads →General →Formats of KYC.

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

- 1. In Person Verification (IPV):** by producing the originals to the authorised person of the RTA, who will retain copy(ies) of the document(s).
- 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 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. Kindly mention the email subject line as “KYC Updation - (Company Name) - Folio No:_____”
 - b) Members can also upload KYC documents with e-sign on our RTA’s website 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, 2nd Floor, Akshay Complex,

Near Ganesh Temple,

Off Dhole Patil Road, Pune - 411001.

Tel: 022-49186270

Email: kyc@linkintime.co.in

You may refer the SEBI Circulars at:

<https://www.birlasoft.com/sites/default/files/resources/downloads/investors/sebi-circular-dated-november-3-2021-common-simplified-norms.pdf>) and

<https://www.birlasoft.com/sites/default/files/resources/downloads/investors/sebi-circular-dated-december-14-2021-clarification.pdf>).

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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