



BSE Limited  
First Floor, New Trading Ring  
Rotunda Building, P J Towers  
Dalal Street, Fort  
Mumbai 400 001

National Stock Exchange of India Ltd.  
Exchange Plaza, 5<sup>th</sup> Floor  
Plot No.C/1, G Block  
Bandra-Kurla Complex, Bandra (East),  
Mumbai 400 051

May 31, 2023  
Sc. No.- 17514

Dear Sirs,

**Ref: ISIN: INE155A01022 – Ordinary Shares  
IN9155A01020 – ‘A’ Ordinary Shares**

**Sub: Initiative by the Company to sensitise shareholders on KYC requirements**

Pursuant to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with the SEBI Circular SEBI/HO/MIRSD/MIRSD-Po-D-1/P/CIR/2023/37 dated March 16, 2023, we enclose herewith a copy of the communication sent to the identified shareholders of the Company holding shares in physical mode together with relevant forms/annexure thereto. These shareholders have been requested to update their PAN, KYC and Nomination details with the Registrar and Transfer Agent of the Company (RTA) viz., TSR Consultants Private Limited.

This aforesaid communication was sent to the identified shareholders of the Company in March-22, December-22 and May-23.

A copy of the communication and the prescribed KYC forms are placed on the website of the Company at [www.tatamotors.com](http://www.tatamotors.com) and the website of the RTA at [www.tcplindia.co.in](http://www.tcplindia.co.in).

This is for the information of the Exchange and the Members.

Yours faithfully,  
Tata Motors Limited

Maloy Kumar Gupta  
Company Secretary

Encl: As above

**TATA MOTORS LIMITED**

Bombay House 24 Homi Mody Street Mumbai 400 001  
Tel 91 22 6665 8282 Fax 91 22 6665 7799  
[www.tatamotors.com](http://www.tatamotors.com) CIN L28920MH1945PLC004520

# CONSULTANTS

Total Solutions Rep

TSR Consultants Private Limited  
CIN: U74999MH2018PTC307859  
C -101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083  
Tel: 810 811 8484 Email: [kyc@tcplindia.co.in](mailto:kyc@tcplindia.co.in)  
Website: <https://www.tcplindia.co.in>

Dear Investor,

**Subject: Reminder to update KYC details pursuant to SEBI Circular bearing reference no SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023 in supersession of earlier circulars issued by SEBI bearing reference nos SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 & SEBI/HO/MIRSD/MIRSD RTAMB/ P/CIR/2021/687 dated 3rd November, 2021 and 14th December, 2021 respectively.**

We refer to the above circulars issued by SEBI that mandates all the listed companies to record **PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Nomination of holders of physical securities. Email ID is optional, however the security holders are requested to register email id also to avail online services.** This is applicable for all security holders, holding shares in physical mode.

The salient features and requirements of the circular are as follows:

**A) Non – updation of KYC: Folios wherein any ONE of the cited details/documents, (i.e. PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Nomination) is not available on or after October 01, 2023, shall be frozen as per SEBI circular.**

**Notes:**

- 1) The securities in the frozen folios shall BE ELIGIBLE:
  - To lodge any grievance or avail of any service from us, only after furnishing the complete documents / details as mentioned above.
  - To receive any payment including dividend, interest or redemption amount (which would be only through electronic mode) only after they comply with the above stated requirements.

- 2) a) The formats for Nomination and Updation of KYC details viz; Forms ISR-1, Annexure to Form ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI circular are available on our website as mentioned below :

<https://www.tcplindia.co.in> → Investor Services → Downloads → Forms → Formats for KYC

In case you hold Shares in multiple Companies, serviced by TSR Consultants Private Ltd., wherein the names of the holders are in the same order, you may download the Annexure to Form ISR-1, from the above mentioned website & provide the details of all such Companies & corresponding folios & submit along with other KYC documents.

- b) For registering new bank details or where there is a change in such details, mandatory submission of **Original cancelled cheque leaf** bearing the name of the first named security holder or alternatively, submission of copy of bank passbook/ statement attested by the bank along with Form ISR-2 is required. In case of joint holding, updation of bank details will be done based on the documents provided by the first holder only.

**B) Mandatory Linkage of PAN with Aadhaar–It is mandatory to link PAN with Aadhaar number by June 30, 2023, as per the Central Board of Direct Taxes (CBDT). Security holders who are yet to link their PAN with Aadhaar number are requested to get the same done before June 30, 2023. Post June 30, 2023 or any other date as may be specified by the CBDT, we will accept for registration only valid PANs which have been linked to their corresponding Aadhaar numbers. The securities held in folios which have no PAN registered against the same or have invalid PAN registered on our records, as on notified cut-off date of June, 30, 2023 or any other date as may be specified by the CBDT, shall also be frozen.**

**Note:** - Security holders from Sikkim can provide self-attested copy of Aadhaar Card/Voter's Card/Driving License/Passport

**OR**

any other identity proof as issued by the Govt.

**In view of the above, we request you to submit at the earliest the KYC Form printed overleaf and Form ISR-1 duly signed along with the required supporting documents, as applicable.**

You may use any ONE of the following modes for submission:

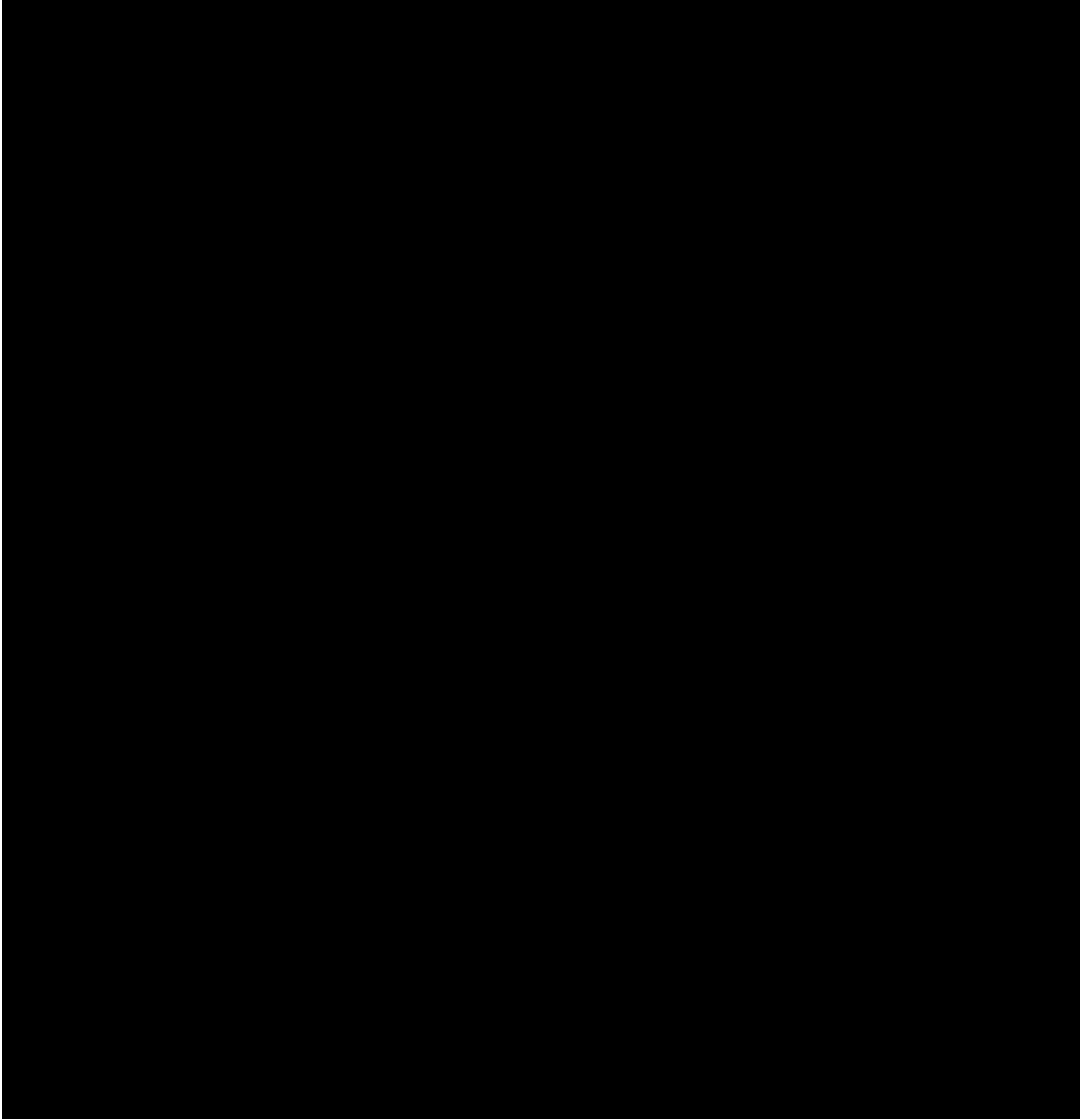
1. **In Person Verification (IPV):** by producing the originals to the authorised person of the RTA, who will retain copy(ies) of the document(s). Please note the registered shareholder(s) has to visit the office of the RTA for IPV and not his/her representative.
2. **In hard copy:** by furnishing self-attested photocopy(ies) of the relevant document, with date.
3. **With e-sign:**
  - (a) In case your email id is already registered with us, you may send the scanned copies of your KYC documents with additionally **e-sign** affixed on the documents at our dedicated email-id: [kyc@tcplindia.co.in](mailto:kyc@tcplindia.co.in). Kindly mention the email subject line as "**KYC Updation - (Company Name) - Folio No : \_\_\_\_\_**"
  - (b) Investors can also upload KYC documents with additionally **e-sign** affixed on the documents on our website <https://www.tcplindia.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. You may approach any of the empanelled e-sign service providers available on <https://cca.gov.in/> for the purpose of obtaining e-sign.**

Yours faithfully,

For TSR CONSULTANTS PRIVATE LIMITED

*This is a computer generated letter and hence no signature is required. If you have already submitted the documents for updating KYC or have dematerialised your physical securities, please do not submit the documents again.*



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# Form ISR – 1

(SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16,2023 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

## REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF [For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

**A. I / We, request you to Register / Change / Update the following (Tick ✓ relevant box) Date : / /**

<input type="checkbox"/> PAN	<input type="checkbox"/> Signature	<input type="checkbox"/> Mobile Number
<input type="checkbox"/> Bank details	<input type="checkbox"/> Registered Address	<input type="checkbox"/> E-mail address

**B. Security and KYC Details [ to be filled in by the First Holder ]:**

<b>Name of the Issuer Company</b>		<b>Folio No.</b>	
<b>Face value of Securities</b>		<b>Number of Securities</b>	
<b>Distinctive number of Securities (Optional)</b>	<b>From</b>	<b>To</b>	
<b>E-mail Address</b>			
<b>Mobile Number</b>			

**C. I/We are submitting documents as per Table below (tick✓ as relevant, refer to the instructions):**

<b>Name(s) of the Security holder(s) in Capital as per PAN</b> Copies of PAN Cards of all the Holder(s) duly self-attested with date to be enclosed with this Form.	<b>PAN</b>	<b>PAN Linked to Aadhaar -Y/N</b> Tick any one [✓] *
1.		Yes / No
2.		Yes / No
3.		Yes / No
4.		Yes / No

**Note:** \* PAN shall be valid only if it is linked to Aadhaar by June 30, 2023, or any other date as may be specified by CBDT.

Check Status of PAN linked with Aadhaar at <https://www.incometax.gov.in/iec/foportal> For Exemptions/Clarifications on PAN refer Instruction.

<b>Bank Account Details of First Holder</b>		
<b>Name of the Bank &amp; Branch</b>		<b>IFSC</b>
<b>Bank A/c No.</b>		Tick any one [✓] Acct type <input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> Any other [ ]

**Note:** Original cancelled cheque leaf bearing the name of the first holder is mandatory, failing which first security holder shall submit copy of bank passbook / statement attested by the Bank for registering the Bank Account details.

<b>Demat Account Number</b>	<b>16 digit DPid /Client id [ ]</b>
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**Also provide Client Master List (CML) of your Demat Account, duly signed by the Depository Participant with stamp.**

**Authorization:** I / We authorise you (RTA) to update the above PAN and KYC details in my / our above Folio No, provided by me/us.

**Declaration:** All the above facts and documents enclosed are true and correct.

	<b>First Named Holder</b>	<b>Joint Holder - 1</b>	<b>Joint Holder - 2</b>	<b>Joint Holder - 3</b>
<b>Signature</b>				
<b>Name</b>				
<b>Address</b>				
<b>PIN</b>				

**Note:** If the address mentioned above differs from the address registered with the Company, you are requested to record the new address by submitting the documents as specified in point (3) overleaf. Use separate Annexure to Form ISR-1 to be downloaded from our website as mentioned overleaf in our Circular, to update the above PAN and other KYC details as provided in this form with the additional Folio(s) where you are the First Named holder of securities, in such issuer companies.

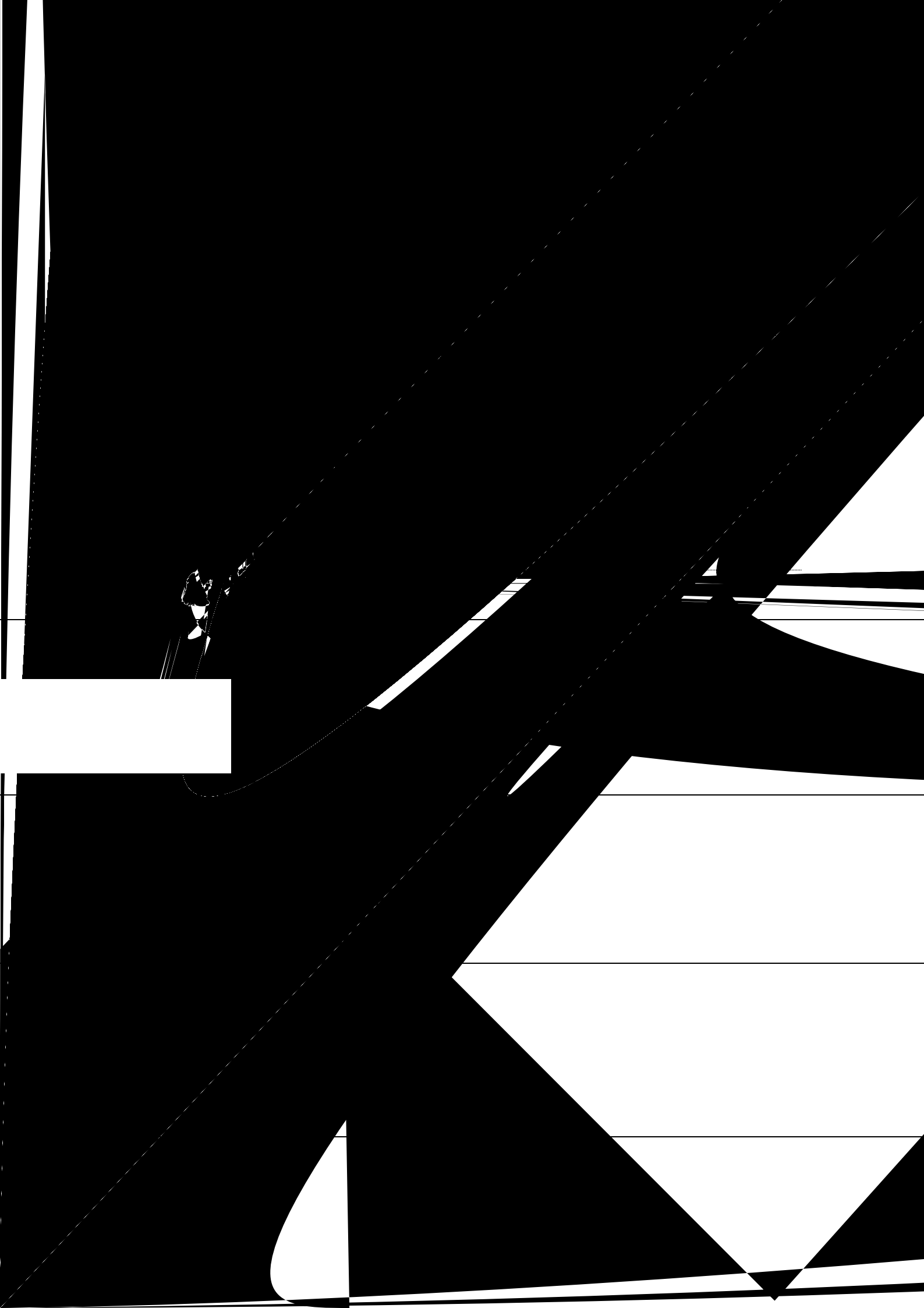
**I/We are submitting documents as per Table below** (tick ✓ as relevant, refer to the instructions):

No.	✓	Document/Information /Details	Instruction/Remark
1		PAN of (all) the (joint) holder(s)	
2		Demat Account Number	Provide Client Master List (CML) of your Demat Account, duly signed by the Depository Participant with stamp.

**Provide self attested copy with date stamp of any ONE of the documents, issued by a Govt. Authority, only if there is change in the address;**

Client Master List (CML) of the Demat Account of the holder/claimant,

3      **Proof of Address of the first Holder**





# Form ISR - 3

## Declaration Form for Opting-out of Nomination by Holders of Physical Securities in Listed Companies

To,

Date: / /

Name of the Company : .....

Address of the Company : .....

### PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

Nature of Securities Tick ✓ as relevant	Folio No.	No. of Securities *	Certificate No.	Distinctive No(s) ( From – To )

I / We

*do not wish to nominate*

I/ We

### Signature(s) as per Specimen recorded with the Company.

	First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
<u>Signature</u>				
<u>Name</u>				

### Witness Details:

Name of Witness		Signature	
Address of Witness		Date	

\* Use of ISR-3 (ie to Opt-Out of Nomination OR if "No\_Nomination" is required by the investor ) will be applied for the entire securities against the said Folio.