

## **FAQs**

### ***What is the procedure in case a shareholder wishes to consolidate his holding in various folios?***

In case a shareholder has more than one folio in the same name or with identical names in the same order of joint holders, a request for consolidation of the folios into a single folio should be sent to the Share Transfer Agent.

Desirous shareholders should provide:

- Requisition letter duly signed by all holders, indicating the folio number into which the total holding should be consolidated
- Share Certificates in original

### ***What is the procedure in case a shareholder wishes to split / consolidate the share certificates?***

A request to split / consolidate share certificates should be sent to the Share Transfer Agent. Shareholders who wish to obtain consolidated share certificates of denominations of their choice should provide:

- Share certificates in original
- Requisition letter duly signed by all holders

### ***What is the procedure for change in the names of individual shareholders?***

A request for a change in the name of individual shareholders should be sent to the Share Transfer Agent

For such changes the shareholder should provide:

- Copy of notification in official gazette or a newspaper or an affidavit drawn on stamp paper of appropriate value or a duly sworn copy of marriage certificate / decree of divorce duly attested by competent authorities, where the change in name is consequent upon marriage, divorce, etc.
- Share certificates in original
- Fresh specimen signature duly attested by a banker

### ***What the procedure for change of address / bank details?***

Request for change in address/ bank mandate details should be sent to the Share Transfer Agent in the prescribed format duly signed by sole holder/ first holder/ all joint holders.

### ***What is the procedure for re-validation of dividend warrants?***

On expiry of the validity period of the dividend warrants, the request for re-validation of such warrants should be sent to the Share Transfer Agent

For re-validation of dividend warrants the shareholder should provide the un-encashed warrants.

### ***What is the procedure for issuance of duplicate dividend warrants?***

Dividend warrants are dispatched within thirty days of the dividend being approved at the Annual General Meeting (AGM) by the shareholders or is declared by the Board of Directors, as the case may be.

In case of loss / theft of dividend warrants, request for issuance of duplicate dividend warrants should be sent to the Share Transfer Agent:

- Folio number
- Warrant number
- Requisition letter signed by the sole holder / first holder / all joint holders
- Letter of indemnity

Duplicate warrants will be issued after reconciling the bank statement i.e., after 120 days from the date of issue of warrants, if it is found that the said warrants have not been encashed.

### ***What is the prescribed format for sending in the mandate for payment of dividend?***

To ensure safe and speedy delivery of the dividend warrants, shareholders should send their bank account details in the prescribed format to the Share Transfer Agent to enable its printing on the dividend warrant.

### ***How can one convert physical holding into electronic holding i.e. how can one dematerialise securities?***

In order to dematerialise physical securities one has to fill in a DRF (Demat Request Form) which is available with the DP and submit the same along with physical certificates that are to be dematerialised. Separate DRF has to be filled for each ISIN.

### ***Can electronic holdings be converted back into physical certificates?***

The process is called rematerialisation. If one wishes to get back his securities in the physical form he has to fill in the RRF (Remat Request Form) and request his DP for rematerialisation of the balances in his securities account.

### *Share Transfer System*

All valid share transfer requests/demat requests are processed and put into effect within a maximum period of 15 days from the date of receipt. The equity shares of the Company fall under compulsory demat trading. Shares are available for dematerialisation with both depositories – National Securities Limited (NSDL) and Central Depository Services (India) Limited (CDSL). Considering the advantages of scrip less trading, shareholders holding shares in physical form should consider dematerialisation of their holding.

As per Article 62(a) of Schedule 1 of Indian Stamp Act, 1899, currently stamp duty is payable @ 0.25% of total consideration viz. being the market value of the shares as traded on the date of execution of transfer.

The submission of Permanent Account Number (PAN) has been made mandatory for transfer of shares in physical form. As per the provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, for registration of transfer of securities, copies of the PAN cards of both transferee(s) and transferor(s) are required to be submitted for transfer of shares in physical form.