

PROCEDURES & INSTRUCTIONS TO SHARE HOLDERS
(To prepare documentation for issue Duplicate Share Certificates)

[Under Securities and Exchange Board of India (SEBI)(Listing Obligations and Disclosure Requirements) Regulations, 2015 dated 2nd September, 2015 vide Ref. No. SEBI/LAD-NRO/GN/2015-16/013.]

UNIT: SRF LIMITED
(Formerly Known as Shri Ram Fibres Limited)

1. Request letter, as per enclosed format, duly signed by all the registered Share Holder(s) to be sent to KFINTECH requesting issue of duplicate share certificate.
2. If the value of securities as on the date of submission of application exceed Rs. 5 lakh, a copy of FIR* including e-FIR/Police complaint/Court injunction order/copy of plaint (where the suit filed has been accepted by the Court and Suit No. has been given), mentioning Lost/Misplaced Share Certificate Number, Folio Number, Number of Shares, Distinctive Numbers, Date of Loss of Share Certificate & company details duly acknowledged by your local police station with their official round seal, wherever applicable. An overseas shareholder may provide self-declaration of the share certificates lost/misplaced/stolen which shall be duly notarized/ apostilled /attested by the Indian Consulate / Embassy in their country of residence, along with self-attested copies of valid passport and overseas address proof.
3. Declaration of Loss of Share Certificate duly filled by all the registered Share Holder(s) as per enclosed format.
4. Indemnity Bond (Form B) & Affidavit (Form A), as per enclosed format, to be executed on Rs.300/- & Rs.50/- respectively on Non Judicial Stamp Paper for Issue Duplicate Share Certificate as per enclosed format duly attested by Notary.
5. Photocopies of PAN cards & Address Proofs of both the witnesses.
6. Photocopies of PAN cards of all the registered Share Holder(s) duly self attested alongwith Sole/First Share Holder's latest/present Address proof duly attested.
7. Form ISR-1, ISR-2, ISR-3 (Do not wish to Nominate) or Form SH-13 (Nominee Registration) vide SEBI's Circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 Date: 03.11.2021 & ISR-4 vide SEBI's Circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 January 25, 2022.

Note:

- Kindly also note that the documents which needs to be notarized should consists the notary stamp and seal of the notary, date of the notarizing the document and the registration serial number of the notary.
- *There shall be no requirement to provide FIR as above, if the value of securities as on the date of submission of application, along with complete documentation as prescribed does not exceed Rs.5 Lakhs. The value of the securities shall be quantified on the basis of the closing price of shares at any one of the recognized stock exchanges a day prior to the date of such submission in the application.
- Issuance of advertisement regarding loss of shares whose value exceed Rs.5 Lakhs will be done by the company.

Request Letter for Issue Duplicate Certificate
(To be filled by all the registered Share Holders)

Date:

To,

KFIN TECHNOLOGIES LIMITED
UNIT: SRF LIMITED (SRF)
Selenium Tower-B, 6th Floor,
Plot No.31 & 32, Gachibowli, Financial District,
Hyderabad – 500 032 (Telangana State)
Toll free: 1800 3094 001
E-Mail: einward.ris@kfintech.com

Dear Sir,

Sub.: Request to Issue Duplicate Share Certificate for Shares.
Ref.: KFIN/RIS/SRF/ / Dated:

Pursuant to the captioned subject matter, we do like to inform you that we have lost/misplaced/stolen the below mentioned shares of M/s. SRF Limited:

Sl. No.	Folio No.	Name of the Holder/Claimant	Share Certificate No.	Number of Shares	Distinctive Nos.	
					From	To
1.						
2.						
3.						

We request you to issue the duplicate share certificate in our favour and to take the necessary actions in this regards from your end.

We are hereby enclosing the required documents for issuing the duplicate share certificate.

Yours sincerely,

Sole/First Share Holder (Name & Signature):

Address of Sole/First Share Holder:

Contact No. & Email-ID:

Joint-1 (2nd Holder) Name & Signature:

Joint-2 (3rd Holder) Name & Signature:

DECLARATION OF LOSS OF SHARE CERTIFICATE

Form to be filled in by a person or persons applying for duplicate certificate(s) in respect of shares for which original certificate(s) is/are lost.

1	Full name and address of the shareholder	
2	Number of shares held by the Shareholder	
3	Distinctive numbers of the shares in respect of which certificate(s) is/are lost	
4	When were the share certificates lost or found to be missing?	
5	Full statement of the circumstance of loss of the share certificate(s)	
6	Were any signed transfer form attached to the missing share certificate(s)? If so, give full particulars	
7	Were the shares sold, mortgaged, pledged or otherwise disposed of either by the shareholder, applicant or by any other person? If so, give full particulars	
8	Was diligent search made for the Missing certificate(s)?	

Sole/First Share Holder (Name & Signature):

Joint-1 (2nd Holder) Name & Signature:

Joint-2 (3rd Holder) Name & Signature:

FORM –A

AFFIDAVIT

[For issuance of duplicate securities]

Note: ***This affidavit is to be executed in the presence of a Public Notary***

[To be submitted in non-judicial stamp paper of **Rs.50/-**]

I/We, _____
Son / daughter/spouse of _____ residing at _____

_____ having Permanent Account No (s) _____ do hereby solemnly affirm and state on oath as follows.

1. That I/We, _____ (“all the shareholders ”) hold the following (number of) securities under Folio no. _____ in _____(name of the company) in my/ our name as single holder / joint holder:

	Company Name	Folio No.	No. of securities held	Security Certificate No.	Distinctive Nos.	
					From	To
1)						
2)						
3)						

2. I/We _____ further swear / solemnly declare that I/ we am/are applying for issue of duplicate certificate(s) to me/us on the ground that the original security(ies) certificate(s) has/have been misplaced / not found by me/us, despite a diligent search made by me/us in this behalf.

3. I/We _____ further swear /solemnly declare that the said securities are not sold or pledged or deposited by way of security to any person/company.

4. I/We _____ hereby further swear / solemnly declare that if, after the duplicate share certificate(s) is / are issued to us as aforesaid, the original security(ies) certificate(s) is / are at any time subsequently, found, recovered or traced by us or by anyone on our behalf, then, we unconditionally undertake not to deal with the said original share certificate(s) in any manner whatsoever (whether by physical transfer or dematerialization or as security or pledge) and further unconditionally undertake to promptly surrender the original share certificate(s) to the RTA / Company, for cancellation.

5. I/We _____ am/are making the above solemn declaration on oath with full knowledge of the fact that in the event the original security (ies) certificate(s) issued is /are found, recovered and traced by me/us and instead of surrendering the same is / are dealt with by me/us as aforesaid, the Company will be at liberty to adopt civil and / or criminal proceedings against me/us for my/our failure to promptly surrender the original security (ies) certificate(s), for cancellation and for breach of my/our solemn declaration and undertaking not to deal with the original security (ies) certificate(s) in any manner whatsoever as aforesaid at my/our entire risk as to cost and consequences.

Signature of all deponents: X _____

VERIFICATION

We hereby solemnly affirm and state that what is stated herein above is true to our knowledge and nothing has been concealed therein and that we are competent to contract and entitled to rights and benefits of the above mentioned securities.

Deponent(s) (1) _____ (2) _____ (3) _____

Solemnly affirmed at _____
Signature of the Deponent(s): X _____

Signed before me

Place: _____

Date : _____

X _____
Signature of Notary with Official Seal of
Notary & Regn. No.

Form-B

INDEMNITY

[For issuance of duplicate securities]

Note: This indemnity is to be executed in the presence of a Public Notary / Gazetted Officer

[To be submitted in non-judicial stamp paper of **Rs.300/-**]

I/We, _____ Son / daughter / spouse / of
_____ residing _____ at
_____ having
Permanent Account No (s) _____ do hereby solemnly affirm and state on oath as
follows.

1. That I/we, am/are the sole/joint holder/s of the Securities in following folios. I/We request you to issue duplicate certificate(s) for securities, as detailed below in my/our name(s):

Name of the Company	Certificate No.**	Distinctive No.**	Folio No. **	No. and Face value of securities held
1				
2				

**In case of non-availability of Certificate Nos./Dist. Nos./ Folio nos., security holder shall obtain the same from RTA.

2. That the above securities were acquired by me/us for valuable consideration out of my/our own investment/funds against allotment in Public Issue/allotment in Right Issue or acquired from the market/through inheritance in the year(s)

3. I/We hereby jointly and severally agree and undertake to indemnify and keep indemnified, saved, defended, harmless, the aforesaid (Name of the Company/RTA) and its successors and assigns for all time hereafter against all losses, costs, claims, actions, demands, risks, charges, expenses, damages, etc., whatsoever which you may suffer and/or incur by reason of your, at my/our request, issuing the said Duplicate Securities as herein above mentioned, to the undersigned.

IN WITNESS WHEREOF the said 1) Mr. /Ms. _____

(Name and signature of the witness 1) _____

And

2) Mr. /Ms. _____

(Name and signature of the witness 2) _____ #, have hereunto set their respective hands and seals this day of _____

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Tel. No.	
Email id	
Date	

--

Signed before me

at: _____

on: _____

Signature of Notary / JMFC:

Official Stamp & Seal of the Notary Magistrate / Notary & Regn. No.:

Form ISR – 2

(see circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

Confirmation of Signature of securities holder by the Banker

1. Bank Name and Branch	
2. Bank contact details Postal Address Phone number E-mail address IFSC Code & 9 Digit ECS MICR Code	
3. Bank Account number	
4. Account opening date	
5. Account holder(s) name(s)	1) 2) 3)
1. Latest photograph of the account holder(s)	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">1st Holder</div> <div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">2nd Holder</div> <div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">3rd Holder</div> </div>	
7. Account holder(s) details as per Bank Records	
a) Address	
b) Phone number	
c) Email address	
d) Signature(s)	
1) <div style="border: 1px solid black; width: 150px; height: 40px; display: inline-block;"></div>	2) <div style="border: 1px solid black; width: 150px; height: 40px; display: inline-block;"></div>
	3) <div style="border: 1px solid black; width: 150px; height: 40px; display: inline-block;"></div>
Signature verified as recorded with the Bank	
Seal of the Bank	
Place:	(Signature) Name of the Bank Manager
Date:	Employee Code E-mail address

Form ISR-4

(see circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

Request for issue of Duplicate Certificate and other Service Requests

(for Securities - Shares / Debentures / Bonds, etc., held in physical form)

Date: ___ / ___ / ____

A. Mandatory Documents / details required for processing all service request:

I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer Company (tick ✓ as relevant, refer to the instructions):

- Demat Account No. (If available): NSDL / CDSL

Provide Client Master List (CML) of your Demat Account from the Depository Participant*

- Provide the following details, if they are not already available with the RTA (see [SEBI circular dated November 03, 2021](#) in this regard)

PAN	Specimen Signature
Nomination / Declaration to Opt-out	

* (Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your CML). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use [Form ISR-1](#) in [SEBI circular dated November 03, 2021](#).

B. I / We request you for the following (tick ✓ relevant box)

<input type="checkbox"/> Issue of Duplicate certificate	<input type="checkbox"/> Claim from Unclaimed Suspense Account
<input type="checkbox"/> Replacement / Renewal / Exchange of securities certificate	<input type="checkbox"/> Endorsement
<input type="checkbox"/> Sub-division / Splitting of securities certificate	<input type="checkbox"/> Consolidation of Folios
<input type="checkbox"/> Consolidation of Securities certificate	<input type="checkbox"/> Transmission
<input type="checkbox"/> Transposition (<i>Mention the new order of holders here</i>)	

C. I / We are enclosing certificate(s) as detailed below:**

Name of the Issuer Company	
Folio Number	
Name(s) of the Security Holder(s) as per the Certificate(s)	1. 2. 3.
Certificate numbers	
Distinctive numbers	
Number of Shares	
Face Value of securities	Face Value of Rs. __/-

** Wherever applicable / whichever details are available

D. Document / details required for specific service request:

- I. Duplicate securities certificate
II. Claim from Unclaimed Suspense Account

Securities claimed	(in numbers) (in words)
--------------------	----------------------------

- III. Replacement / Renewal / Exchange of securities certificate
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
IV. Endorsement
V. Sub-division / Splitting of securities certificate
VI. Consolidation of securities certificate/Folios
VII. Transmission
VIII. Transposition

Provide / attach original securities certificate(s) for request for item numbers III to VIII above.

Declaration: All the above facts stated are true and correct to best of my / our knowledge and belief.

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature	✓	✓	✓
Name	✓	✓	✓
Full address of sole/first share holder address	✓		
PINCODE	✓		

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.

Form ISR – 1

(see SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 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]

Date: ___/___/___

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

<input type="checkbox"/> PAN	<input type="checkbox"/> Postal Address	<input type="checkbox"/> Signature	<input type="checkbox"/> Demat Acct details
<input type="checkbox"/> Bank details	<input type="checkbox"/> E-mail address	<input type="checkbox"/> Mobile number	

B. Security Details:

Name of the Issuer Company / Unit Name		
Ledger Folio No.		
Name(s) of the Security holder(s) As per the Certificate(s)	1.	
	2.	
	3.	
Number of Shares		
Face Value of Securities		Face Value of Rs. ___/-
Distinctive number of Securities	From:	To:

C. I / We are submitting documents as per Table below:

(Tick ✓ as relevant, refer to the instructions):

	Document / Information / Details ✓	Instruction / Remark
1	PAN of (all) the (joint) holder(s)	
	PAN Whether it is Valid (linked to Aadhaar): <input type="checkbox"/> Yes <input type="checkbox"/> No	PAN shall be valid only if it is linked to Aadhaar by March 31, 2021* For Exemptions / Clarifications on PAN, please refer to Objection Memo in page 4
2	Demat Account Number	Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant (DP).

3	Proof of Address of the first holder	<p>Provide any one of the documents, only if there is change in the address;</p> <ul style="list-style-type: none"> • Client Master List (CML) of your Demat Account, provided by the Depository Participant (DP). • Valid Passport / Ration Card / Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill. • Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill-Not more than 3 months old. • Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions. • For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken. • The proof of address in the name of the spouse
4	Bank details	<p>Provide the copy of the bank statement with details of bank name, branch, account number and IFS Code or copy of cheque leaf.</p> <p>Alternatively, Bank details available in the CML will be updated in the folio.</p>
5	E-mail address	<p>Alternatively the e-mail address available in the CML will be updated in the folio.</p> <p>E-Mail-ID:</p>
6	Mobile	<p>Alternatively the mobile number available in the CML will be updated in the folio.</p> <p>Mobile No.:</p>
7	Specimen Signature	<ul style="list-style-type: none"> • Provide banker's attestation of the signature of the holder(s) as per Form ISR-2 in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655. • Original cancelled cheque.
8	Nomination**	<ul style="list-style-type: none"> • <u>Providing Nomination:</u> Please submit the duly filled up Nomination Form (SH-13) or 'Declaration to Opt out of Nomination' as per Form ISR-3 in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655. • <u>Change in Existing Nomination:</u> Please use Form SH-14 in SEBI circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655. • <u>Cancellation of Existing Nomination:</u> Please use Form SH-14 and Form ISR-3.

* or any date as may be specified by the CBDT

** Nomination (**Form SH-13 or SH-14**) / 'Declaration to Opt-Out of nomination' (**Form ISR-3**), has to be furnished by the holder(s) separately for each listed company.

Mode of submission of documents to the RTA:

Please use any one of the following mode:

1. In Person Verification (**IPV**): by producing the originals to the authorized 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. Through e-mail address already registered with the RTA, with e-sign of scanned copies of documents.
4. Service portal of the RTA with e-sign with scanned copies of documents, if the RTA is providing such facility.

Notes:

- It is mandatory for holders of physical securities in listed company to furnish PAN, full KYC details (address proof, bank details, e-mail address, mobile number) and Nomination (for all the eligible folios).
- Upon receipt or up-dation of bank details, the RTA automatically, pay electronically, all the moneys of / payments to the holder that were previous unclaimed / unsuccessful.
- RTA shall update the folio with PAN, KYC details and Nominee, within seven working days of its receipt. However, cancellation of nomination, shall take effect from the date on which this intimation is received by the company / RTA.
- RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating / changing PAN, KYC details and Nomination.

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our folio (s) _____, _____, in which I / We are the holder(s) (strike off what is not applicable).

Declaration: All the above facts stated are true and correct.

	Holder 1	Holder 2	Holder 3
Signature	✓	✓	✓
Name	✓	✓	✓
Full postal address of sole/first share holder	✓		
PINCODE	✓		

(Page 4 is for information to investors; print out of the same is not needed.)

Objection Memo that can be raised by the RTA

(Only if the relevant document / details is / are not available in the folio or if there is amismatch / discrepancy in the same or change thereof)

Note:

RTAs shall raise all objections, if any / at all, in one instance only; the RTA shall not raise further objections on the same issue again and again, after the holder / claimant furnishes all the prescribed documents and details, unless there is any deficiency / discrepancy in the same.

No.	Item	Documents / Details to be provided to the RTA by the holder(s) /claimant(s)
1	PAN – Exceptions and Clarification	‘Exemptions/clarifications to PAN’, as provided in clause D to ‘Instructions/Check List for Filing KYC Forms’ in Annexure – 1 to SEBI circular No. MIRSD/SE/Cir-21/2011 dated October 05, 2011 on Uniform Know Your Client (KYC) Requirements for the Securities Market , shall also applicable for holder(s) / claimant(s) of securities held in physical mode.
2	Minor mismatch in Signature - minor	The RTA shall intimate the holder at the existing address, seeking objection, if any, within 15 days
3	Major mismatch in Signature or its non-availability with the RTA	<ul style="list-style-type: none"> • Banker’s attestation of the signature of the holder(s) as per Form ISR-2 • Original cancelled cheque
4	Mismatch in Name	Furnish any one of the following documents, explaining the difference in names; <ul style="list-style-type: none"> • Unique Identification Number (UID) (Aadhaar) • Valid Passport • Driving license • PAN card with photograph • 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 • Marriage certificate • Divorce decree
5	Present address of the holder is not matching with the address available in the folio	RTA shall issue intimation to both the old and new addresses. If the letters sent to either the old and or new addresses is / are undelivered or if there is an objection in response to this letter, then provide any one of the following; <ul style="list-style-type: none"> • any one of the documents in row 3 in Table C, reflecting the old address or • Counterfoil of dividend warrant received from the company or • Bank statement showing the credit of previous dividend received The above procedure will be applicable for request for change in address of the holder also

Form ISR - 3

Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies

(see SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

[Under Section 72 r/w Section 24 (1) (a) of Companies Act, 2013 r/w Section 11(1) and 11B of SEBI Act, 1992 and Clause C in Schedule VII and Regulation 101 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

Name of the Company :
Registered Address of the Company:

I / we the holder(s) of the securities particulars of which are given hereunder, **do not wish to nominate** any person(s) in whom shall vest, all the rights in respect of such securities in the event of my / our death.

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

Nature of Securities	Folio No.	No. of Securities	Certificate No.	Distinctive No.

I / we understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my / our death, my / our legal heir(s) / representative(s) are required to furnish the requisite documents / details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

Name(s) and Address of Security holders(s)

Signature(s) Sole / First Holder Name
Second Holder Name
Third Holder Name

Name and Address of Witness	Signature

**Form No.SH- 13
Nomination Form**

(Pursuant to Section 72 of the Companies Act, 2013 and rule 19(1) of the Companies (Share Capital and Debenture) Rules, 2014)

NAME OF THE COMPANY :
ADDRESS OF THE COMPANY :

I/ we the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/ our death.

1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made)

Nature of Securities	Folio No.	No. of Securities	Certificate No.	Distinctive No

2) PARTICULARS OF NOMINEE/S –

- a) Name: :
- b) Date of Birth: :
- c) Father's/ Mother's/ Spouse's name: :
- d) Occupation: :
- e) Nationality :
- f) Address :
- g) E-mail id :
- h) Relationship with the Security holder :
- i) Specimen Signature of the nominee :

3) IN CASE NOMINEE IS A MINOR –

- a) Date of Birth :
- b) Date of Attaining majority :
- c) Name of guardian :
- d) Address of guardian :

Name of all the holder(s) (as appearing on the Certificate(s))		Signature as per specimen recorded with Company
Sole/ 1 st holder		
2 nd holder		
3 rd holder		
4 th holder		

Signature of two Witnesses:

	Complete Name and Address	Signature with date
1.		
2.		

INSTRUCTIONS:

[Please read the instructions given below very carefully and follow the same to the letter. If the form is not filled as per instructions, the same will be rejected.]

1. **The Nomination can be made by individuals only** applying/holding shares/debentures on their own behalf singly or jointly. Non-individual including Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. If the shares are held jointly all joint holders will sign the nomination form. Space is provided as a specimen, if there are more joint holders more sheets can be added for signatures of holders of shares/ debentures and witness.
2. A minor can be nominated by a holder of shares/debentures/deposits and in that event the name and address of the Guardian shall be given by the holder.
3. The nominee shall not be a trust, society, body corporate, partnership firm, Karta of Hindu Undivided Family, or a power of attorney holder. A non-resident Indian can be a nominee on re-patriable basis provided RBI approval granted to the nominee is registered with the Company.
4. Transfer of shares/debentures in favor of a nominee and repayment of amount of deposit to nominee shall be a valid discharge by a company against the legal heir to the exclusion of any disposition or testamentary document in respect of the securities.
5. **Only one person can be nominated for a given folio.** In case you have many folios, then you may take a photocopy of this form and nominate separately
6. Details of all holders in a folio need to be filled; else the request will be rejected.
7. The nomination will be registered only when it is complete in all respects including the signature of (a) all registered holders (as per specimen lodged with the company) and (b) the nominee.
8. Whenever the Shares in the given folio are entirely transferred or transposed with some other folio, then this nomination will stand rescinded.
9. Upon receipt of a duly executed nomination form, the registrar and Transfer Agent of the company will register the form and allot a registration number. This number and folio no. should be quoted by the nominee in all future correspondence.
10. The nomination can be varied or cancelled by executing fresh nomination form.
11. Nomination for only one folio can be made on this form. In case the shares are held jointly by more than one person that the joint holders together may nominate any person in whom all rights shall vest in the event of death of all the joint holders.
12. The Company will not entertain any claims other than those of a registered nominee, unless so directed by a Court.
13. If any joint holder is deceased, then please attach a certified true copy of Death Certificate.

FOR OFFICE USE ONLY	
Nomination Registration Number	
Date of Registration	
Checked by and Signature of Employee	