

Frequently Asked Questions by Investors

1. I want to transfer shares held by me in physical form. What is the procedure for the same?

For the purpose of transfer of shares held in physical form you have to execute a transfer deed and send the same along with the original share certificate to the registered office of the Company or our Registrars. The transfer deed can be obtained either from the Stock Exchange or broker.

Please note the following points before sending the application for transfer of shares –

- The Transfer Deed must have the date of presentation to the specified authority. The Deed should be lodged with the Company/Registrars, within 12 months from the date of presentation or before the date of next book closure, whichever is later. In case the validity of Transfer Deed has expired, please approach the office of the Registrar of Companies for revalidation of transfer deed.
- The transfer deed must be complete and accurate in all respects. All the information asked for must be accurately filled in. In case any information is not applicable, please clearly mention 'Not Applicable' in the space provided. Please note that incomplete transfer deeds will not be processed, unless all information is provided.
- The transfer deed must be duly signed by the transferor/s and the transferee and duly witnessed. Please note that the signature of the transferor/s must match with those recorded with the Company. In case of any change in the signature, the new signature must be attested by your bank manager.
- In case the transferor is a Company, the signature of the authorized signatory must match with the specimen signature lodged with the Company. In case there is any change in the signature of the authorized signatory already lodged with the Company, the new signature must be attested by your bank manager. In case the authorized signatory is a person different from the person whose name is registered as such with the Company, a certified copy of the resolution of the Board of Directors of the Company, authorizing the new person to sign the transfer documents on behalf of the Company, must accompany the share transfer form, with the signature duly attested by your banker.
- In case the transferee is a Company, the signature of person signing the transfer deed on behalf of the Company must be supported by a certified copy of the resolution of the Board of Directors, authorizing the person to sign the transfer form, with the signature duly attested by your banker.
- The share transfer deed should be adequately stamped. The Stamp Duty for transfer of shares is 25 paise for every Rs. 100 of the market value of your shares. The Stamp Duty shall be paid by way of affixing share transfer stamps, which are available at major post offices.

2. The shareholders who were holding shares in your Company have expired. I want to get the shares transmitted in my name. What is the procedure for the same?

In such a case there are different circumstances, which may arise depending on the type of holding of the deceased shareholders in the Company. These circumstances, and steps to be taken in all such cases are explained below –

- In case the shares are held jointly, and one of the joint holders has expired, the shares will be transferred in the name of the surviving joint holders, on submission of a request letter duly signed by the surviving joint holders, along with an attested copy of the death certificate of the deceased joint holder. The original share certificate must accompany this letter and death certificate. Suitable changes will be made on the share certificate and returned to the surviving joint holders.
- In case the shares are held in a single name, and the shareholder has expired, the shares can be transmitted in the name of his legal heir on submission of the following documents –
 - a. Duly signed application of legal heir/s is on record.
 - b. The death certificate of the registered shareholder duly certified / notarized.
 - c. Share certificates properly attached.
 - d. Probate of the will or Succession certificate, or Letter of Administration.
 - e. No objection certificates, if necessary from legal heirs other than the applicant.
- Where, however, there is a registered nomination for the deceased shareholder's folio, the shares are transmitted to that of the Nominee, on receipt of documents properly evidencing the death of the existing shareholder, without going through the aforesaid process.
- Where the certificates in respect of the shares to be transmitted are lost/misplaced/destroyed, you will also need to execute the necessary indemnities, which are given as [Annexure A&B](#), and submit the same along with the documents mentioned in 2 a-e (except c) above.

Please note that if the deceased shareholder was holding shares in dematerialized form, all the aforesaid details are to be given to the depository participant (DP) with whom the deceased shareholder maintained his demat account. Please check with the DP for further details.

3. The share certificates in respect of shares held by me in Medicamen Biotech Limited (MBL) have been lost/misplaced. How do I get the duplicate share certificates? Can these shares be directly credited to my demat account?

- In case you have lost/misplaced your share certificate, the Company will issue a duplicate share certificate on submission of the following documents duly executed all the shareholders –

- A formal application for issuing duplicate share certificate, duly signed by all the shareholder/(s).
- An attested copy of the FIR filed with the police station

- An indemnity bond, as per format given in [Annexure A&B](#)
- An affidavit, as per format given in [Annexure A&B](#)
- Surety, as per format given in [Annexure A&B](#)
- Original cutting of public notice (as per format given in [Annexure B](#) published by the shareholder in the newspaper circulating in Delhi.

The application along the documents submitted will be placed before the next Meeting of Share Transfer cum Shareholders Grievance Committee for their approval. After getting the approval, the duplicate share certificates will be issued.

The shares in respect of the lost share certificates will not be credited directly to your demat account. You will have to make an application to the Depository Participant with whom you have a demat account, together with the share certificate.

4. The share certificates I hold in respect of shares held in MBL have been torn/mutilated/destroyed. I want a duplicate certificate to be issued against this share certificate. What is the procedure for the same?

For issue of duplicate share certificate against torn/mutilated/destroyed share certificate, you will need to make a formal application to the Company on plain paper, with a request to issue duplicate share certificate and submit the same to the Company along with the torn/mutilated/destroyed share certificate.

5. I hold shares jointly in your Company in physical form. I want to delete the name of one or more of the joint holder(s) on account of his/her death or for any other reason. What is the procedure for the same?

In case you are holding shares with one or more persons jointly, and you want to delete the name of one or more of the joint holder(s) on account of his/her death, please make an application to the Company on plain paper, duly signed by all the surviving holders. The application must be accompanied by an attested copy of the death certificate of the deceased joint holder(s) and the relevant share certificate. The name of the deceased joint holder will be deleted and the share certificate will be returned to you.

In case you want to delete the name of the joint holder(s), other than in case of his/her death, you will need to follow the procedure for transfer of shares in physical form, with the names of existing joint holders as transferors and the names of the proposed holders as the transferees. All the applicable formalities for transfer of shares will have to be complied in this case.

6. I hold shares in your Company in a single name in physical form. I want to add one or more persons as joint holder(s) of the shares. What is the procedure for the same?

Please note that not more than three persons can hold shares jointly at any time. If you want to add one or more (maximum 2) persons as joint holders of the shares, you will need to follow the procedure for transfer of shares, with the name of the existing holder(s) as transferors and the names of all the proposed joint holder(s) as transferees. All the applicable formalities for transfer of shares will have to be complied in this case.

7. I hold shares jointly with one or more joint holders. I want to change the order in which the shares are now held, so that existing joint holder becomes the first holder. What is the procedure for the same?

The process of changing the order of the joint holding is called transposition of holdings. For this purpose, you will need to follow the procedure for transfer of shares, with the names of joint holders in the existing order, as transferors and the names of the joint holders in the desired order, as transferee. All the applicable formalities for transfer of shares will have to be complied in this case.

8. I hold shares in more than one folio in your company and want to consolidate all my holdings in one folio. What is the procedure for the same?

If you want to consolidate all your shares held by you in different folios in the Company into any one folio, you will need to follow the procedure for transfer of shares. In this case, transfer will have to be done separately for each different folio. In such transfer, the transferee folio no. in which the consolidation has to be done, has to be entered in the space provided for this purpose in the transfer form. The names of the shareholders in the transferor folio will have to be entered in the space provided for transferor folio and the names of the shareholders in the transferee folio will have to be put in the space provided for transferee. All the other formalities for transfer of shares will have to be complied in this case.

9. I want to stop a transfer, which has been sent for registration fraudulently, because of loss of share certificate. What is the procedure for the same?

If you wish to stop transfer of shares certificates, which have been lost, please make an application to the Company/Registrars on plain paper, duly signed by all the registered holders, with or without a copy of an FIR lodged with the police.

If you submit this letter without FIR copy, a temporary stop transfer request will be registered on your folio. You will need to submit a copy of the FIR lodged the police for loss of share certificates within 21 days of submission of this letter, failing which the stop transfer request will be removed by the Registrars.

If your letter for stop transfer is registered with a copy of the FIR lodged with the police, a permanent stop transfer will be registered against your folio. This stop transfer will remain in force till you apply to the Company/Registrars for removal of the stop transfer.

10. I want to change my, and/or joint holder(s) name appearing on the share certificate. What is the procedure for the same?

Name can be changed in the following cases –

- Marriage of the registered shareholder
- Voluntary change of name of the registered holder
- Change in the name of a Corporate body

For this purpose, you are required to submit the following documents –

- An application for change of name, duly signed by all the registered holders
- Duly attested copy of the marriage certificate or Gazette notification. (In case of individual shareholders).
- Duly certified copy of the Certificate of Incorporation evidencing the change of name for corporate bodies, along with Board Resolution for authorized signatories (In case of Corporate Bodies)

Please note that if you are holding shares in dematerialized form, all the aforesaid details are to be given to the depository participant (DP) with whom you maintain your demat account. Please check with your DP for further details.

11. I have changed my residence. Therefore, I want to change the address as appearing in your records, so that all further communication can be sent to my new address. What is the procedure for the same?

If you are holding shares in physical form, please send an application, duly signed by all the registered holders, to the Company/Registrars, stating the new address which has to be incorporated in the records. Please make an application in [Annexure C](#) accompanied with certified copies of any two of the following documents containing the new address –

- Ration Card
- Electricity Bill
- Telephone Bill
- Passport
- Driving Licence
- PAN Card
- Voters Identity Card
- Rent Receipt
- Certificate from your housing society, confirming your new address

Please note that if you are holding shares in dematerialized form, all the aforesaid details are to be given to the depository participant (DP) with whom you maintain your demat account. Please check with your DP for further details.

12. I want to change my and / or jointholder(s) signature as registered in your records. What is the procedure for the same?

- If you are an individual and holding shares in physical form, please make an application to the Company, duly signed by you, in the form as given in [Annexure D](#), duly notarized on a Rs. 100/- Stamp Paper, along with the following documents –

- Your new signature, attested by your bankers
- Certified copy of any document (PAN Card, Driving License Passport etc) containing your new signature

If you are a Corporate holding shares in physical form, your request for change of authorized signatory must be accompanied by a copy of the board resolution authorising the new person(s), duly certified by your Director/Company Secretary. In addition to the above, the signature of the new person may also be attested by your Bankers, as an added precaution.

In case you are an individual or a corporate holding shares in dematerialized form, you need to submit your request for change of signature to your depository participant, along with the necessary documents as may be required by your depository participant. Please check with your DP for further details.

13. I want to register a nomination on the shares held by me in your Company. What is the procedure for the same?

- In case you want to nominate any person as a nominee for the shares held by you in the Company, please make an application in the prescribed form given in [Annexure E](#), duly signed by all the registered holders. The nomination will be registered and intimation will be sent to you at your registered address, confirming the nomination.

Please note that if you are holding shares in dematerialized form, all the aforesaid details are to be given to the depository participant (DP) with whom you maintain your demat account. Please check with your DP for further details.

14. I hold shares in physical form. I want to dematerialize these shares and transfer them to my demat account. What is the procedure for the same?

If you want to dematerialize the shares held by you in physical form, you will have to follow the following procedure –

- In case you do not have a demat account, you will have to open a demat account with a depository participant (DP) of your choice. Please note that the demat account must be in the same name(s) as are mentioned in the share certificate. In case of any difference in the names, the application for demat of shares is liable to get rejected.
- Once you have opened a demat account, or if you have already opened a demat account, please approach your DP and fill in the Demat Request Form (DRF) and submit the same to the DP, duly signed by the registered holders, along with the original share certificates.
- If you feel that your signature on the DRF will not match with the signature registered with the Company, please submit all the relevant documents for signature verification.
- The DP will send the application form along with the share certificate to our Registrars, who will process the application and arrange to credit the shares to your demat account, if the application form is in order. This process takes a maximum of 21 days from the date of receipt of DRF by our Registrars.

15. I hold shares in dematerialized form in your Company. I want to have physical certificates for the shares held by me in your Company. What is the procedure for the same?

- The procedure for conversion of shares held in demat form to physical form is called rematerialization. For this purpose, you will have to submit a Remat Request Form (RRF) to your Depository Participant (DP) along with the relevant documents, which may be required by the DP. The RRF will be sent by the DP to our Registrars, who will process the application and issue share certificates, in case the application form is in order. This process takes a maximum of 21 days from the date of receipt of the RRF by our Registrars.

16. I want to register a Power of Attorney/revoke a Power of Attorney duly registered earlier. What is the procedure for the same?

- If you want to delegate some of the powers in respect of your shares to some other person, please execute a Power of Attorney (POA) in consultation with your advocate, delegating the rights to a person whose name is mentioned in the POA. Please lodge the duly notarized POA with the Company. Your POA will be registered and an intimation will be sent to you confirming the registration of the POA.

If you want to revoke a POA already registered with us, please send an application duly signed by all the registered holders. Our registrars will update their records for POA revocation and an intimation will be sent to you confirming the noting of revocation of the POA.

Please note that if you are holding shares in dematerialized form, all the aforesaid details are to be given to the depository participant with whom you maintain your demat account. Please contact your DP for further details.

ANNEXURE - A&B

FORMAT OF INDEMNITY BOND FOR ISSUE OF DUPLICATE SHARES

(Please type this indemnity bond after carefully reading the notes mentioned below the format)

To,
The Company Secretary,
(Name of the Company)
Address of the Company

WHEREAS

I/We, (name of the shareholder(s), hold (Number of shares) Equity shares bearing Distinctive numbers from _____ to _____ of the face value of Rs. ___/- each and on which Rs. ___/- per share is paid comprised in the Share Certificate No(s). _____. The shares of the following description are standing in my/our name in the Register of Members of the (name of the company).

<u>Folio No.</u>	<u>Certificate Nos.</u>	<u>Distinctive Nos.</u>	<u>Shares covered in each certificate</u>
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WHEREAS

The share certificate(s) No(s). _____ in respect of the above shares has/have been lost or mislaid and is/are not traceable. I/We declare that the said share certificate(s) was/were not accompanied by any blank transfer deed signed by me/us and that I/We have not, nor has any person by my/our order disposed off, parted with or pledged / deposited by way of security the said share certificate(s) or assigned my/our interest therein or any part have neither been sold or transferred to anybody by me/us and I/We am/are entitled to the custody of the certificate(s) of title relating to such shares as I/We am/are the absolute owners of the same as registered shareholder(s). I/We undertake to surrender the said share certificate(s) to the company if and when the same is/are found at a later date.

NOW THEREFORE :

In consideration of the Company having agreed to issue duplicate share certificates for the aforesaid shares in my/our name, I/we am/are executing a bond in favour of the Company.

Upon the Company, having agreed to issued duplicate share certificates for the aforesaid shares, I/We the undersigned applicant(s) hereunder for myself/ourselves, my/our heirs, executors, administrators and assigns do hereby jointly and severally covenant with the Company, its successors and assigns and agree and undertake at all times save, defend and to indemnify and keep indemnified the Company, its successors and assigns its estate and effects, and its directors, manager, secretary and shareholders and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said shares or dividends or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner howsoever.

IN WITNESS WHEREOF I/We, the applicant(s) herein has/have signed and set my/our hands on this ____ day of _____ 200 .

Name and address of the Shareholder(s) Signature of the Shareholder(s)

- 1.
- 2.
- 3.

Name and address of Witness Signature of the Witness

- 1.
- 2.

Place :

Date :

SURETY

We, (name of the surety No.1) aged __ years, residing at (residential address of Surety No.1) and having business address at (official address of Surety No.1), having PAN No. _____

and

(name of the surety No.2) aged __ years, residing at (residential address of Surety No.2) and having business address at (official address of Surety No.2), having PAN No,_____

the undersigned, certify that the above facts are true to the best of our knowledge. We bind ourselves sureties to make good all claims, charges, costs, damages, demands, expenses and losses which the Company, its successors and assigns its estate and effects and its directors, manager, secretary and shareholders may sustain, incur or be liable for in consequence of complying with the request contained above and the Company, its successors, assigns, directors, manager, secretary and shareholders will be entitled to realise all claims, charges, costs, damages, demands, expenses and losses from our persons and our properties, as the case may be.

Place :

Date:

Name and Address of the Witness Signature of the Witness

- 1.
- 2.

Name and Address of the Surety Signature of the Surety

- 1.
- 2.

NOTES:

1. Indemnity Bond should be on Non-judicial stamp paper of Rs.200/-.
2. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
3. Indemnity Bond should be witnessed by two persons.
4. Two sureties are required to be furnished
5. Witness and Surety have to be different individuals.
6. Each Surety has to attach attested copy of his PAN Card and Form 16 of the latest financial year and attested copy of his proof of identification viz. Ration Card, Election Card, Driving Licence, Passport, Electricity Bill, Telephone Bill, etc.
7. Indemnity Bond should be attested by Notary

AFFIDAVIT

I, _____ son/daughter/spouse of _____ aged ____, residing at _____, do hereby solemnly affirm and declare as under:

1. That I/We, Shri/Smt. (Name of the shareholder/s), am holding _____ equity shares in (the name of the company) covered under Folio No. _____ and Share Certificate No(s). _____, bearing Distinctive Nos. _____ to _____ of the face value of Rs. ___/- each.

Folio No. Certificate Nos. Distinctive Nos. Shares covered in each certificate

2. That Shri/Smt. (name of the shareholder) has not sold, transferred, pledged or otherwise disposed off the said shares.
3. That the share certificate No(s). _____ of the said shares has/ have been lost or mislaid and is not in my/our possession.
4. I/We have searched or caused searches to be made for the said certificate(s), but even after careful and diligent search, I /We have been unable to find out or trace the same.
5. Since the said certificate(s) was / were issued, I /We have not sold, mortgaged, pledged or otherwise encumbered or disposed of the said shares or parted with the possession of the said certificates in any manner and the said shares is / are my/ our absolute property. The best of my/ our knowledge and belief, the said certificates has/ have either been lost or been accidentally destroyed. In case at any time I / We find the said Share Certificate(s) or any of them I /We shall immediately handover the same to the Company.
6. I have already executed indemnity bond for issuing duplicate shares in lieu of the original share certificates for the aforesaid shares held by me/us.
7. I therefore request the (Name of the Company) to issue duplicate shares in lieu of the original share certificates for the aforesaid shares

I am executing this declaration to be submitted to the concerned authorities of the Company.

I hereby state that whatever is stated herein above are true to the best of my knowledge.

Solemnly affirmed at _____)

On this ____ day of _____ 200)

(Signature of the Applicant/s)
Deponent

Identified by me
Advocate

Before Me
S.E.M./ Oaths Commissioner/Notary

NOTES:

1. Affidavit should be on Non-judicial stamp paper of Rs.100/-, if the shareholder resides in Maharashtra and he resides anywhere in rest of India it should be on NJS of Rs.20/-.
2. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
3. Affidavit should be attested by Notary/S.E.M/Oaths Commissioner

ANNEXURE - B

MEDICAMEN BIOTECH LIMITED
Regd. Office : 10, Community Centre No. 2, Ashok Vihar, Phase-II, Delhi-110052

LOSS OF SHARE CERTIFICATE(S)

Notice is hereby given that the following Share Certificate(s) pertaining to Equity Shares of Rs.10/- each of MEDICAMEN BIOTECH LIMITED, Regd. Office : 10, Community Centre No. 2, Ashok Vihar, Phase-II, Delhi-110052, registered in the name of below mentioned shareholder(s), have been reported to have been lost/ misplaced/ stolen and that the application(s) for issue of Duplicate Share Certificate(s) in respect thereof have been received by the Company.

Folio	Registered Shareholder(s)	Share Cert.No(s).	Distinctive No(s) No. From - To	No. of Shares
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The public are hereby cautioned against dealing in any way, with the above Share Certificate(s). If within 15 days from the date of Publication hereof no claim is received by the Company in respect of the said Share Certificate(s), Duplicate Share Certificate(s) will be issued and there- after no claim will be entertained.

For MEDICAMEN BIOTECH LIMITED

Sd/-

PLACE:
DATE :

Company Secretary

ANNEXURE - C

Request For Updation Of Records – Change Of Address

To,

The Company Secretary

Medicamen Biotech Limited

10, Community Centre No. 2,

Ashok Vihar, Phase-II, Delhi-52.

Dear Sir/Madam,

I/we hereby request you to please update my/our change of address in your records for **Folio No. _**

	Old Address	New Address
Address		
City		
State		
Pin code		
Email		

Kindly confirm having recorded the changed address.

Yours Faithfully

(_____)

Signature of the first holder & Jt. Holder(s)

Dated:

Annexure_D

FORMAT OF AFFIDAVIT/DECLARATION FOR CHANGE OF SIGNATURE
(Please type this Affidavit after carefully reading the notes mentioned below the format)

AFFIDAVIT

I, _____ son/daughter/spouse of _____ aged ____, residing at _____, do hereby solemnly affirm and declare as under:

1. That I, Shri/Smt. (Name of the shareholder/s), am holding _____ equity shares in (the name of the company) covered under Folio No. _____ and Share Certificate No(s). _____, bearing Distinctive Nos. _____ to _____ of the face value of Rs. ___/- each.

Folio No. Certificate Nos. Distinctive Nos. Shares covered in each certificate

The abovementioned shares have been acquired by me out of my own investments/funds against (allotment in Public Issue/ Right Issue/Bonus issue) or from the market in the year _____).

2. I am residing at the abovementioned address and have not changed my address in the past three years.

OR

I am residing at the abovementioned address for the past (period of time at the present address) and before that I was staying at (the earlier address) for (period of time at the earlier address).

3. That I have changed my signature.

OR

That my signature has changed/alterd by passing of time.

Therefore I request that the specimen signature registered in the records of the Company be cancelled and my present signature be taken on record against the same.

4. I hereby affirm that the Transfer Deeds for sales of securities bearing my signature appended hereinbelow can be taken as validly executed by me for all purposes, and intents of transferring the ownership of securities held by me under the Folio No. _____.

5. On registering the new signature in the records, I do hereby covenant with the Company, its successors and assigns and agree and undertake at all times save, defend and to indemnify and keep indemnified the Company, its successors and assigns its estate and effects, and its directors, manager, secretary and shareholders and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said shares or dividends or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner howsoever.

I am executing this declaration to be submitted to the concerned authorities for the change of signature.

I hereby state that whatever is stated herein above are true to the best of my knowledge.

Solemnly affirmed at _____)

On this ____ day of _____ 200__)

(Signature of the Applicant)

Deponent

Identified by me

Before Me

NOTES:

1. Affidavit should be on Non-judicial stamp paper of Rs. 100/-.
2. Please do not just type this format as it is.
3. Affidavit should be attested by Notary/S.E.M/ Oaths Commissioner

Annexure E

NOMINATION FORM

(Please type this nomination form after carefully reading the notes mentioned below the format)

To,

The Company Secretary,

(Name of the Company)Address of the Company

I/We, (name of the shareholder(s)), hold (Number of shares) Equity shares bearing Distinctive numbers from _____ to _____ of the face value of Rs. ___/- each and on which Rs. ___/- per share is paid comprised in the Share Certificate No(s). _____. The shares of the following description are standing in my/our name in the Register of Members of the (name of the company).

<u>Folio No.</u>	<u>Certificate Nos.</u>	<u>Distinctive Nos.</u>	<u>Shares covered in each certificate</u>
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OR

I/We, (name of the debentureholder(s)), hold (Number of debentures) Debentures of the following description in my/our name

<u>Folio No.</u>	<u>Debenture Nos.</u>	<u>Distinctive Nos.</u>	<u>Debenture covered in each certificate</u>
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OR

I/We, (name of the Fixed Deposit holder(s)), hold Fixed Deposit for Rs. _____/- of the following description with (name of the company).

<u>Folio No.</u>	<u>F. D. Receipt Nos.</u>	<u>Amount</u>
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I/We wish to make a nomination and hereby nominate the following person in whom all rights of transfer and/or amount payable in respect of shares/ debentures/ deposits shall vest in the event of my or our death.

Sr. No.	Name & Address	Age	Relation with Nominator
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Of the Nominee

1.

2.

3.

The nominee is a minor and his/her date of birth is _____ and the name

and address of the guardian is _____ .

IN WITNESS WHEREOF I/We, the shareholder(s)/debentureholder(s)/fixed deposit holder(s) herein has/have signed and set my/our hands on this ____ day of _____ 200 .

Name and address of the Nominator(s)

Signature of the Nominator(s)

1.

1.

2.

2.

3.

3.

Name and address of Witness

Signature of the Witness

1.

1.

2.

2.

Place ;

Date :

INSTRUCTIONS

1. Please fill up the details in the form as per your holding. Please do not type this format as it is.
2. The Nomination can be made by individuals only applying/holding shares/ debentures on their own behalf singly or jointly. Non-individuals 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.
3. 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.
4. 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 repatriable basis.
5. Nomination stand rescinded upon transfer of share/debenture or repayment/ renewal of deposits made.
6. Transfer of share/debenture in favour of a nominee and repayment of amount of deposit to nominee shall be a valid discharge by a company against the legal heir.
7. The intimation regarding nomination/nomination form shall be filed in duplicate with company/registrar and share transfer agents of the company who will return one copy thereof the share or debenture or deposits holder.