

**HLV LIMITED**  
**(FORMERLY HOTEL LEELAVENTURE LIMITED)**

**INVESTOR INFORMATION KIT/ Q & A**

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## **AT A GLANCE**

- The Company has around 80,755 equity shareholders as on 31<sup>st</sup> March, 2021.
- The Company's equity shares are listed on BSE Limited (BSE) and National Stock Exchange of India Limited (NSE).
- The Company's equity shares are actively traded on both BSE and NSE.
- The Company's equity shares are under compulsory trading in demat form only.
- 99% of the Company's equity shares are held in demat form.
- KFin Technologies Pvt. Limited (KFin) is the Registrars and Transfer Agents (R&TA) of the Company.

## **INVESTOR SERVICE AND GRIEVANCE HANDLING MECHANISM**

All investor service matters are being handled by KFin Technologies Pvt. Limited.

The Company Secretary, who is the Compliance Officer, reviews and monitors various investor services being provided by KFin to the shareholders of the Company.

The Company has prescribed service standards for various investor related activities being handled by KFin, which are covered in the section 'Initiatives Taken by the Company'. These standards are periodically reviewed by the Company. Any deviation therefrom is examined by the Compliance Officer.

**A. CONTACT DETAILS**

**Q Whom should I contact for any information or assistance on share related matters, including Dematerialization / Rematerialization, Transfer, Transmission / Transposition of Shares, Subdivision or Consolidation of Shares, Issue of Duplicate Share Certificates, Unclaimed / Non-Receipt of dividend?**

**A** Please get in touch with Company's Registrar & Transfer Agents (RTA),

**KFin Technologies Private Limited**

Unit: HLV Limited

Selenium Tower B, Plot No. 31-32,

Gachibowli, Financial District,

Nanakramguda,

Hyderabad 500 032

Tel :+ 91 40 6716 2222 Fax : + 91 40 2342 0814

E-mail: [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com)

Website: [www.kfintech.com.com](http://www.kfintech.com.com) ; Toll Free No: 1800 - 3454 – 001

For any further queries/clarifications, investors may contact:

The Company Secretary

HLV Limited

The Leela, Sahar

Mumbai- 400059

Tel. No. +91 22 6691 1182/83

Fax : +91 22 6691 1458

Exclusive e-mail ID – [investor.service@hlvlt.com](mailto:investor.service@hlvlt.com)

**Q Which are the Stock Exchanges the Equity Shares of the Company are listed?**

**A** The Company's equity shares are listed on two Stock Exchanges: BSE Limited (BSE) and The National Stock Exchange of India Limited (NSE).

The BSE Code is **500193**

NSE Code is **HLVLT**

Demat ISIN allotted by Depositories is **INE102A01024**

## **B. CHANGE OF NAME AND ADDRESS**

### **Q. What is the procedure for registering change of name of shareholders?**

Shareholders may request the Company's RTA for effecting change of name in the share certificate(s) and records of the Company. Original share certificate(s) along with the supporting documents like marriage certificate, court order, etc., should be enclosed. The Company's RTA, after verification, will effect the change of name and send the share certificate(s) in the new name of the shareholders.

Shareholders holding shares in demat form, may request the concerned DP in the format prescribed by the DP.

### **Q. If there is a change in address what is the procedure to get it recorded?**

**A** If the shares held by you are in physical form, please send a request letter signed by the shareholder (first named shareholder in the case of joint-holders) giving the new address together with the PIN CODE to our RTA or to the Company. Shareholders are also requested to quote their folio number and furnish proof of address such as self-attested copies of Ration Card / Passport / Latest Electricity or Telephone Bill / Lease Agreement, Aadhaar card, etc.

In case the shares held are in demat mode, you have to intimate the change of address to your Depository Participant (DP).

### **Q. Can joint-holders request for a change of address?**

**A** No. The letter of request will require the signature of only the first holder.

### **Q. Can there be multiple addresses for a single folio?**

**A** One cannot have multiple addresses for a single folio.

### **Q. Can shareholders consolidate their shareholding in one folio?**

**A** Shareholders having multiple folios in identical names may apply to RTA for consolidation of their shareholding under different folios into one folio together with relevant share certificates.

### **Q. What details should non-resident Indian shareholders intimate to the Company/ RTA?**

**A** Non-resident members are requested to immediately notify the following to the Company in respect of shares held in physical form and to their DPs in respect of shares held in demat form:

- Indian address for sending all communications, if not already provided.
- Change in their residential status on return to India for permanent settlement, where applicable.
- Particulars of their bank account with a bank in India, if not furnished earlier.

- RBI permission details like number and date to facilitate prompt credit of dividend in their bank accounts.
- E-mail ID, fax nos., telephone nos., if any.

## **C. CHANGE OF STATUS**

**Q In case I have changed my status from 'Resident' to a 'Non-Resident' what are the implications. How will I ensure that the payments are repatriated outside India?**

**A** In the event of your residential status changing to non-resident and if the sale proceeds of the shares or dividend payments are to be repatriated outside India, you have to obtain prior permission from the Reserve Bank of India through your banker in India and submit the RBI permission to the Company.

Where the sale proceeds and/ or dividend payments are not sought to be repatriated, a duly completed Form of Undertaking would be required to be submitted to the Company.

Specimen of the aforesaid undertaking is available with RTA as well as the Company, which shall be provided on request.

Please note that the change of status is effected only when the signature of the registered shareholder(s) on the request letters matches with the specimen signatures recorded with the Company.

**Note:** Please ensure to mention the Non-Resident Ordinary (NRO) account number with the banker in India to facilitate payment of dividend.

**Q What is the procedure to be followed if my status has changed from 'Non-Resident' to 'Resident'?**

**A** In the event of a change of status from non-resident to resident, you are required to intimate RTA of the local communication address in India.

## **D. DIVIDEND**

### **Payment of Dividend:**

Dividend is paid under three modes viz:

- (a) National Electronic Clearing Services (NECS)
- (b) National Electronic Fund Transfer (NEFT)
- (c) Physical dispatch of Dividend Warrant

### **Q. What is payment of dividend through NECS Facility and how does it operate?**

A. NECS facility is a centralised version of ECS facility. The NECS system takes advantage of the centralized accounting system in banks. Accordingly, the account of a bank that is submitting or receiving payment instructions is debited or credited centrally at Mumbai. The branches participating in NECS can, however, be located anywhere across the length and breadth of the country.

### **Q. What is payment of dividend through NEFT Facility and how does it operate?**

A. NEFT is a nation-wide payment system facilitating electronic transfer of funds from one account to another.

Dividend payment through NEFT denotes payment of dividend electronically through RBI clearing to selected bank branches which have implemented Core Banking Solutions (CBS). This extends to all over the country. To facilitate payment through NEFT, the shareholder is required to ensure that the bank branch where his/her account is operated, is under CBS and also records the particulars of the new bank account with the DP with whom the demat account is maintained.

### **Q. What is payment of dividend through Direct Credit and how does it operate?**

The Company will be appointing one bank as its Dividend banker for distribution of dividend. The said banker will carry out direct credit to those investors who are maintaining accounts with the said bank, provided the bank account details are registered with the DP for dematerialized shares and / or registered with the Company's R&TA prior to the payment of dividend for shares held in physical form.

### **Q. What are the benefits of NECS (payment through electronic facilities)?**

Some of the major benefits are:

- a. Investor need not make frequent visits to his bank for depositing the physical paper instruments.
- b. Prompt credit to the bank account of the investor through electronic clearing.
- c. Fraudulent encashment of warrants is avoided.
- d. Exposure to delays / loss in postal service avoided.

- e. As there can be no loss in transit of warrants, issue of duplicate warrants is avoided.

**Q. How to avail of NECS Facility?**

Investors holding shares in physical form may send their NECS Mandate Form, duly filled in, to the Company's R&TA. The Form is appended to this Kit. However, if shares are held in dematerialised form, NECS mandate has to be sent to the concerned DP directly, in the format prescribed by the DP.

Investors must note that NECS essentially operates on the new and unique bank account number, allotted by banks post the implementation of Core Banking Solutions (CBS) for centralized processing of inward instructions and efficiency in handling bulk transactions.

In this regard, shareholders are requested to furnish the new bank account number allotted by the banks post the implementation of CBS, along with a copy of cheque pertaining to the concerned account, to the R&TA of the Company in case the shareholders hold shares in physical form and to the concerned DP in case the shareholders hold shares in demat form.

In case the shareholders do not provide their new account number allotted after implementation of CBS, NECS to the shareholders' old account may either be rejected or returned.

**Q. Why the Company cannot take on record bank details in case of dematerialised shares?**

As per the Depository Regulations, the Company is obliged to pay dividend on dematerialised shares as per the bank account details furnished by the concerned Depository. Therefore, investors are required to keep their bank particulars updated with their concerned DP.

**Q. Can investors opt out of NECS Facility?**

Investors have a right to opt out from this mode of payment by giving an advance notice of four weeks, prior to payment of dividend, either to the Company's R&TA or to the concerned DP, as the case may be.

**Q. What action should I take in case I have not received my dividend?**

**A** Please write to the R&TA quoting the name of our Company furnishing the particulars of the dividend not received and also quoting your folio number/client ID particulars (in the case of dematerialised shares). The RTA will verify the records and provide you with the status. In the alternative, you can also write to the Company.

**Q What is the procedure for obtaining a duplicate dividend warrant?**

**A** If the dividend warrant is still shown as unpaid in the current bank Statement, the Company shall arrange to issue a duplicate warrant / demand draft to you expeditiously, if the validity period of the earlier warrant has expired or on providing an indemnity bond and completing other formalities, as may be advised by RTA.

However, duplicate warrants will not be issued against those shares wherein a 'stop transfer indicator' has been instituted either by virtue of a complaint or by law, unless the procedure for releasing the same has been completed.

**Q Why do the shareholders have to wait till the expiry of the validity period of the original warrant for issue of duplicate warrant?**

**A.** Since the dividend warrants are payable at par at several centres across the country, banks do not accept 'stop payment' instructions. Hence, shareholders have to wait till the expiry of the validity of the original warrant for issue of duplicate warrant. Validity of Dividend warrant is three months from the date of issue of the warrant.

**Q In order to protect against fraudulent encashment, can I get the details of my bank account incorporated in my dividend warrant? If so, what is the procedure that I should follow?**

**A** Currently the bank account particulars are being overprinted on the dividend warrants wherever available and in the absence of the same, complete address is printed to avoid possible fraudulent encashment. In case you have not provided your bank account details in the past or wish to change, please forward a communication as stated below

a) If you are holding shares in physical form, please quote the name of the Company and give your folio number, details of name of your bank and account number to RTA and they will incorporate them in all your future dividend warrants.

b) If you are holding the shares in dematerialised form, such details have to be given to your Depository Participant with whom you have a demat account. Your Depository Participant in turn will pass on this information to the Company through the Depositories NSDL/CDSL.

**Q What are the Statutory provisions governing unpaid dividend?**

**A** As per the Companies Act, 2013, dividend which remains unpaid or unclaimed for a period of seven years shall be transferred to the Investor Education and Protection Fund (IEPF). Further, all shares in respect of which unpaid or unclaimed dividend has been transferred to IEPF shall also be transferred by the Company in the name of IEPF. The shareholders, whose amounts and shares have been transferred to IEPF, shall be entitled to get refund of the dividend and claim the transfer of shares from IEPF after complying with the prescribed procedure under the Companies Act, 2013.



## **E. TRANSFER OF SHARES**

**Q I have purchased equity shares of HLV Limited (formerly Hotel Leelaventure Limited) from the market. How do I get them registered? How long will it take?**

**A** You will have to send the share certificates together with the Share Transfer Deed, (available with Stock Exchange/Share Brokers in the prescribed Form SH-4 as per the Companies Act, 2013) duly filled in, executed and stamped by franking/ affixing share transfer stamps at 0.25% of the market value on the date of execution of the transfer deed. You are requested /advised to send these documents by Regd. Post to avoid delay/loss in transit and also keep a photocopy of these documents for your records.

The share certificates, together with the Share Transfer Deed and **self-attested PAN card copy of the transferee(s)**, should be sent to our RTA viz., KFin Technologies Private Limited, Unit: HLV Limited, Selenium Tower B, Plot No. 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad 500 032.

For any further queries/clarifications, investors can also write to the Company Secretary, HLV Limited (formerly Hotel Leelaventure Ltd.), The Leela, Sahar, Mumbai – 400 059.

It takes approximately 15 days, from the date of receipt, for processing the transfer. Once the transfer is registered in our books, the share certificates are despatched.

If you do not receive them within the abovementioned period, please contact the RTA.

**Q What is the stamp duty payable on shares? Where do I get these stamps?**

**A** The stamp duty applicable on share transfer is at 0.25% on the market value on the date of execution of the transfer deed. Share Transfer Stamps can be obtained from the authorised stamp vendors. Alternatively, stamps can be affixed by way of franking at the designated outlets in your area. Your share broker can also help you in this regard.

**Q How do I ensure that the Transfer Deed is complete before sending it to the company?**

**A** Please fill in all the columns of the transfer deed, sign as transferee at appropriate places and affix share transfer stamps at 0.25% of the market value on the date of execution of the transfer deed. Please ensure that the transfer deed is duly filled in and executed as explained, to avoid any discrepancy/objection on lodgement.

**Q. Can single holding of shares be converted into joint holdings or joint holdings into single holding? If yes, what is the procedure involved in doing the same?**

**A.** Yes, conversion of single holding into joint holdings or joint holdings into single holding or transfer within the family members leads to a change in the pattern of ownership, and therefore, the procedure for a normal transfer as mentioned above needs to be followed.

**Q. Is submission of Permanent Account Number (PAN) mandatory for transfer / transmission / transposition of shares in physical form?**

**A.** SEBI has made it mandatory to furnish a copy of the PAN to the Company / R&TA in the following cases, viz., (a) for securities market transactions and off-market transactions involving transfer of shares in physical form; (b) Deletion of name of the deceased holder(s), where the shares are held in the name of two or more shareholders; (c) Transmission of shares to legal heir(s), where deceased shareholder was the sole holder of the shares; and (d) Transposition of shares - where there is a change in the order of names in which physical shares are held jointly in the names of two or more shareholders.

**Q. What should transferee (purchaser) do in case transfer form is returned with objections?**

**A.** Transferee needs to immediately proceed to get the errors / discrepancies corrected. Transferee needs to contact the transferor (seller) either directly or through his broker for rectification or replacement with good shares. After rectification or replacement of the shares, the same should be resubmitted for effecting transfer.

In case the errors are non-rectifiable, purchaser has recourse to the seller and/or his broker through the Stock Exchange to get back his money. However, in case of off-market transactions, matter should be settled with the seller only.

**Q. How to get shares registered which are received by way of gift? Does it attract stamp duty?**

**A.** The procedure for registration of shares gifted (held in physical form) is same as the procedure for a normal transfer. The stamp duty payable for registration of gifted shares would be @ 25 paise for every Rs. 100 or part thereof, of the market value of the shares prevailing as on the date of the document, if any, conveying the gift or the date of execution of the transfer deed, whichever is higher. In case the shares held in demat form are gifted no stamp duty is payable.

**Q. What is the procedure for getting shares in the name of surviving shareholder(s), in case of joint holding, in the event of death of one shareholder?**

**A.** The surviving shareholder(s) will have to submit a request letter supported by an attested copy of the death certificate of the deceased shareholder and accompanied by the relevant share certificate(s). The Company's R&TA, on receipt of the said documents and after due scrutiny, will delete the name of the deceased shareholder from its records and return the share certificate(s) to the surviving shareholder(s) with necessary endorsement.

## **F. UNCLAIMED SHARES**

The Company's Equity Share of the face value of Rs. 10 each has been subdivided into face value of Rs. 2 each with effect from 15th September, 2006.

The Company has been requesting the investors through the annual reports and also through reminder letters to claim their share certificates, which were issued on sub-division by surrendering their old share certificates of the face value Rs.10 each. The Company also sent letters to the shareholders who had been holding share certificates in the name of old name of the Company (i.e. Hotel Leelventure Limited) to exchange their certificates with the new name of the Company (i.e. HLV Limited)

The Company has transferred all unclaimed shares lying with the Company to "Unclaimed Suspense Account" in May, 2015. The Company will issue Share Certificates to the shareholders as and when claims are received together with valid documents.

### **Q. What are the Regulatory provisions and procedure governing unclaimed shares lying in physical form with the Company or its R&TA?**

**A.** As per amended Clause 5A of the erstwhile Listing Agreement with the Stock Exchanges:

- In terms of sub-clause (I), for shares issued pursuant to a public issue or any other issue, which remain unclaimed and are lying in the escrow account, the Company, after complying with the procedure prescribed therein, shall credit the unclaimed shares to a demat suspense account opened by the Company with one of the depository participants, for this purpose.

- In terms of sub-clause (II), for shares issued in physical form pursuant to a public issue or any other issue, which remain unclaimed, the Company, after complying with the procedure prescribed therein, shall transfer all such unclaimed shares into one folio in the name of "Unclaimed Suspense Account" and shall dematerialise such shares with one of the depository participants.

### **Q. What is the status of compliance by the Company with regard to these provisions?**

The Company has transferred all unclaimed shares lying with the Company to "Unclaimed Suspense Account" in May, 2015.

In terms of Clause 5A (I) and Clause 5A (II) of the Listing Agreement, details relating to unclaimed shares such as the aggregate number of shareholders along with number of unclaimed shares lying in the suspense accounts at the beginning of the year, number of shareholders who had approached the Company claiming the unclaimed shares, number of shareholders, to whom the said unclaimed shares were transferred from the suspense accounts during the year and the aggregate number of shareholders along with number of unclaimed shares lying in the suspense accounts at the end of the year, will be published in the Corporate Governance Report.

## **G. DEMATERIALISATION/ REMATERIALISATION OF SHARES**

### **Q What is Demat and what are its benefits?**

**A** Dematerialisation ('Demat' in short form) signifies conversion of a share certificate from its present physical form to electronic form for the same number of holding.

It is a direct application of scope provided by the tremendous progress made in the area of Information Technology whereby voluminous and cumbersome paper work involved in the scrip based system is eliminated.

It offers scope for paperless trading through state-of-the-art technology, whereby share transactions and transfers are processed electronically without involving any share certificate or transfer deed after the share certificates have been converted from physical form to electronic form.

Demat system attempts to avoid the time consuming and complex process of getting shares transferred in the name of buyers as well its inherent problems of bad deliveries, delay in processing/fraudulent interception in postal transit, etc.

Dematerialisation of shares is optional and an investor can still hold shares in physical form. However, under the directions of SEBI, he/she has to go for dematerialisation of the shares if he/she wishes to sell them through the Stock Exchanges. Similarly, if an investor purchases shares, he/she will get delivery of the shares in demat form.

The Depositories Act, 1996 has been enacted to regulate matters related and incidental to the operations of Depositories and demat operations. Two Depositories are in operation, viz. National Securities Depository Limited (NSDL) and Central Depository Services Limited (CDSL).

Investors are recommended to register their mobile numbers with DPs for SMS alert facility. NSDL and CDSL proactively inform the investors of transaction in the demat account by sending SMS. Investors will be informed about debits and credits to their demat account without having to call up their DPs and investors need not wait for receiving Transaction Statements from DPs to know about the debits and credits.

### **Q How does the Depository System operate?**

**A** The operations in the Depository System involve the participation of a Depository, Depository Participants, Company/R&TAs and Investors. The Company is also called the Issuer.

A Depository (NSDL or CDSL) is a central organisation where the securities of an investor are held in electronic form. A Depository Participant is the agent of the Depository and is the medium through which the shares are held in the electronic form. They are also the representatives of the investor, providing the link between the investor and the Company through the Depository.

In this system, transfer of funds or securities takes place without the actual handling of funds or securities. Both the banks and the depository are accountable for safe keeping of funds and

securities respectively. The Depository Participant has to sign an Agreement with NSDL/CDSL (the depositories) and install the necessary hardware/software for operations.

**Q How do I dematerialize my shares?**

**A** First of all, you will have to open an account with a Depository Participant (DP) and get a unique Client ID number. Thereafter, you will have to fill up a Dematerialisation Request Form (DRF) provided by the DP and surrender to the DP the physical shares intended to be dematerialized.

The DP, upon receipt of the shares and the DRF, will send an electronic request to the company through the depository for confirmation of demat. Each request will bear a unique transaction number.

The DP will simultaneously surrender the DRF and the shares to the company with a covering letter requesting the company to confirm demat. The company after necessary verification of the documents received from the DP, will confirm dematerialisation to the depository.

This confirmation will be passed on from the depository to the DP, which holds your account. After receiving this confirmation from the depository, the DP will credit the account with the shares so dematerialised. The DP will hold the shares in the dematerialised form thereafter on your behalf as your Trustee and you become beneficial owner of these dematerialised shares.

Steps involved in dematerialisation of shares:

- shareholder fills out a Dematerialisation Request Form (DRF) and surrenders the original share certificate(s) together with the DRF to the DP;
- the DP intimates the company of this request through the system of NSDL/CDSL;
- the DP submits the defaced share certificate(s) and the DRF to the company;
- the company updates the Register of Members and then validates the request;
- the Depository credits the DP's account;
- the DP updates the investor's demat account and informs the shareholder.

At present, no stamp duty has to be paid on transfer of shares in demat form.

**Q Once my shares are dematerialised, can I ever get them converted into physical shares?**

**A** If you are holding shares in electronic form, you still have the option to convert your holding in physical form by submitting a Rematerialisation Request Form (RRF) through your DP in the same manner as Dematerialisation. Upon receipt of such request from your DP, the Company will issue share certificates for the number of shares so rematerialised.

**Q. What is Rematerialisation of shares?**

Under the depository system, there is provision for rematerialisation of shares i.e. re-conversion of dematerialised shares into physical shares.

Steps involved in rematerialisation of shares:

- Beneficial owner fills out a Rematerialisation Request Form (RRF) and submits it to the DP.

- DP intimates the Company of this request through the system of NSDL/CDSL
- DP submits the RRF to the Company.
- The Company updates the Register of Members and confirms the request through the system of NSDL/CDSL.
- The Company prints the share certificate(s) and despatches the same to the shareholder.

**Q What are the charges to be paid to dematerialise one's physical shares? Will it be paid by the company or do I have to pay for it?**

**A** The charges may differ from DP to DP and therefore you will have to contact your DP for this purpose. As per SEBI directive, investors are not liable to pay dematerialisation charges except at the time of transfer of shares out of his/her demat account.

**Q I have purchased some shares in paper form. Can I directly give the share certificates to my Depository Participant for dematerializing them in my favour?**

**A** No. Prior to dematerialising your shares, they have to be registered in your favour. Hence, you have to necessarily lodge the share certificates for transfer in your name; thereafter, you may pursue dematerialisation formalities separately.

**Q Is it true that the Company's shares are to be traded compulsorily in Demat Form?**

**A** Yes. The shares of the Company are to be compulsorily traded in demat form.

**Q How do I get my dividends on dematerialised shares? Will I get the Annual Report after I dematerialise my shares and would I be able to attend the AGM?**

**A** The Depository Participants will give the list of demat account holders and the number of shares held by them in electronic form on the Record date to the company (known as Benpos). On the basis of Benpos, the company will issue dividend warrants in favour of the demat account holders.

The rights of the shareholders holding shares in demat form are at par with the holders in physical form. Hence they will be eligible to get the Annual Report and will have the right to attend the AGM as shareholders.

**Q What are the chances of any frauds/disputes in using a demat account? Whom should I approach in such cases?**

**A** There are no common risk factors applicable to trading in physical shares like mismatch in signatures, loss in postal transit, etc. Since the dematerialised shares are traded scrip-less.

However, in the unlikely event of any other dispute, the concerned Stock Exchange and/or Depository Custodian concerned viz. NSDL/CSDL or SEBI would have to be approached for resolving such issues.

**Q** Can I pledge my shares in demat form for the purpose of availing any funding/loan arrangement with my bankers?

**A** Yes. You will have to contact your DP and/or the lending bank for this purpose.

## **H. FAQs ON CLAIMING SHARES AND DIVIDEND FROM IEPF AUTHORITY**

### **Q. When are the shares OR unpaid/unclaimed dividend transferred to IEPF?**

- A.** If the dividend declared by the company remains unpaid/unclaimed for a period of seven years, the company is required to transfer the same to IEPF.

Further, all shares in respect of which dividend has not been paid/claimed for seven consecutive years or more is required to be transfer by the company in the name of IEPF.

### **Q. Who can claim the shares / unclaimed dividend transferred to IEPF Authority?**

- A.** Any person whose shares / unclaimed dividend or other amount such as matured deposits, matured debentures, application money due for refund, or interest thereon, sale proceeds of fractional shares, redemption proceeds of preference shares etc. have been transferred by the company to IEPF may claim the shares and/or apply for refund of amounts transferred, from the IEPF Authority, by submitting an online application in Web-Form IEPF-5 available on IEPF website. (<http://www.iepf.gov.in/IEPF/refund.html>)

Application can also be made by any successor, legal heir / representative of the deceased person.

### **Q. Whether PAN is mandatory for filing Web-Form IEPF 5?**

- A.** Yes, PAN is mandatory. The Web-Form IEPF-5 requires PAN verification without which submission of the same is not possible.

### **Q. Whether mobile number and email is mandatory for filing Web-Form IEPF-5?**

- A.** The form requires OTP based verification for submission, for which claimant should have an active mobile number and a valid email-id.

### **Q. What are the documents required to be submitted with IEPF claim?**

- A.** The list of documents required to be submitted with IEPF claim is mentioned in Instruction Kit to eForm IEPF-5. The list of documents include self-attested copy of the eform IEPF-5 and acknowledgement challan, and other documents as mentioned in the information kit of Form IEPF-5 to KFin Technologies Private Limited.

Claimant after making an application in Web-Form IEPF-5 has to send all the relevant documents, to KFin Technologies Private Limited (Registrar and Transfer Agent of the Company), for verification of the claim.



## **I. NOMINATION IN RESPECT OF SHAREHOLDING**

### **Q. What is nomination facility and to whom is it more useful?**

**A.** Section 72 of the Companies Act, 2013 provides the facility of nomination to shareholders. This facility is mainly useful for individuals holding shares in sole name. In the case of joint holding of shares by individuals, nomination will be effective only in the event of death of all joint holders.

### **Q. What is the procedure of appointing a nominee?**

**A.** Investors, especially those who are holding shares in single name, are advised to avail of the nomination facility by submitting the prescribed Form SH-13 for initial registration of nomination and Form SH-14 for cancellation and variation of nomination as per Companies Act, 2013 to the Company's RTA.

However, if shares are held in dematerialised form, nomination has to be registered with the concerned DP directly, as per the format prescribed by the DP.

Only one nomination can be made for each folio. Folios having different orders or combinations of names of shareholders will require separate nominations.

Format of the nomination form is appended with this booklet. You may also contact RTA/ DP / Company for obtaining the said form.

### **Q. Who can appoint a nominee and who can be appointed as a nominee?**

**A.** Individual shareholders holding the shares in single name or joint names can appoint a nominee. In case of joint holding, joint holders together have to appoint the nominee. An individual having capacity to contract only can be appointed as a nominee. Minor(s) can, however, be appointed as a nominee.

### **Q. Do I have to send my share certificates along with the nomination form?**

**A.** No.

### **Q. My shares are held in joint names. Are the joint holders nominees to the shares?**

**A.** Joint holders are not nominees. They are joint holders of the relevant shares having joint rights on the same. In the event of death of any one of the joint holders, the surviving joint holder/s of the shares is/are the only person/persons recognised by the Company as the holders of the shares.

### **Q. Can a nomination once made be changed?**

**A.** Nomination once made can be revoked by a shareholder by giving a fresh nomination. If the nomination is made by joint holders, and one of the joint-holders dies, the remaining joint holder/s can make a fresh nomination by revoking the existing nomination.

**Q What is the legal position of the nominee in case of death of the shareholders?**

**A** Upon the death of a shareholder, the Nominee, to the exclusion of any other legal heir/beneficiary, is the only person in whom the shares vest. In other words, in case of a valid nomination, the company will not entertain any claim from legal heirs or beneficiaries and the shares will be transmitted only in favour of the Nominee.

In case the nomination is made by joint-holders, the nomination will come into play only upon the death of all the joint holders. Therefore, if one of the joint shareholders dies, the shares will devolve on the surviving shareholders to the exclusion of the Nominee. In this case the surviving shareholders may make a fresh nomination if they so desire.

**Q What is the procedure for the nominee to get the shares registered in his name?**

**A** Upon death of a shareholder, the nominee is entitled to have the shares transmitted in his favour. He/She will have to give a notice in writing to this effect together with the share certificate(s) of the deceased shareholders. Alternatively, the nominee can transfer the shares held by the deceased shareholder, to a third party.

If a nominee opts for registration of shares in his name, he is required to produce proof of identity, e.g., copy of passport, driving license, voter's identity card or such other proof to the satisfaction of the company. The nominee should also submit his specimen signature duly attested together with a request for transfer.

Upon scrutiny of the documents submitted by the nominee, shares will be transmitted in his favour and share certificates returned to him duly endorsed.

**Q. What are the rights of a nominee vis-à-vis legal heirs of the deceased shareholder?**

**A.** As per the provisions of Section 72 of the Companies Act, 2013 and as held by Hon'ble Delhi and Bombay High Courts, the securities would vest on the nominee upon the death of the registered holder notwithstanding the rights of the legal heirs of the deceased.

**Q Can the nominee sell the shares without registration in his favour? What is the procedure?**

**A** Yes, a nominee can sell the shares to a third party (after the death of the registered owner(s), without registration of shares in his favour. However, the usual procedure for transfer of shares will have to be followed.

**Q I have shares in the demat form. Can I send the nomination form to the company for making a nomination with respect to my shareholding?**

**A** No. For making a nomination with respect to dematerialized shares, you will have to approach your DP. In the account opening form provided by the Depository Participants there is a provision for providing the name of the nominee. Please consult your Depository Participant for further details.

## **J. TRANSMISSION OF SHARES**

**Q In the case of joint holdings, in the event of death of one shareholder, how do the surviving shareholder(s) get the shares in his/their names?**

**A** The surviving shareholders will have to submit a request letter supported by an attested copy of the Death Certificate of the deceased shareholder and the relevant share certificates.

The company on receipt of the said documents will delete the name of deceased shareholder from its records and return the share certificates to the applicant(s)/registered holder(s) with necessary endorsement.

**Q. How can the change in order of names (i.e. transposition) be effected?**

**A.** Share certificates along with a request letter duly signed by all the joint holders may be sent to the Company's RTA for change in order of names, known as 'transposition'. Transposition can be done only for the entire holdings under a folio and therefore, requests for transposition of part holding cannot be accepted by the Company / RTA. For shares held in demat form, investors are advised to approach their DP concerned for transposition of the shares the Company.

**Q What is the procedure for getting physical shares in the name of legal heir(s), in case of single holding and nomination is not registered, in the event of death of sole shareholder?**

**A.** If the value of shares of the company as on the date of application is up to Rs 2,00,000, the legal heir(s) should submit the following documents along with a request letter, transmission form, attested copy of the death certificate of the deceased shareholder and the share certificate(s) in original, to the Company's RTA for transmission of the shares in his / their name(s):

- No objection certificate [NOC] from all legal heir(s) who do not object to such transmission (or) copy of Family Settlement Deed duly notarized or attested by a Gazetted Officer and executed by all the legal heirs of the deceased holder.
- Indemnity made on appropriate non judicial stamp paper – indemnifying the RTA/Company.

If the value of shares of the company as on the date of application is more than Rs. 2,00,000, the legal heir(s) should submit the following documents along with a request letter, transmission form, attested copy of the death certificate of the deceased shareholder and the share certificate(s) in original, to the Company's RTA for transmission of the shares in his / their name(s):

- Succession certificate (or) Probate of will (or) Letter of Administration (or) Court decree.

**Q What is the procedure for getting demat shares in the name of legal heir(s), in case of single holding and nomination is not registered, in the event of death of sole shareholder?**

If the value of shares of the company as on the date of application is up to Rs. 5,00,000, the legal heir(s) should submit the following documents to the DP:

- Notarized copy of the death certificate
- Transmission Request Form (TRF)
- Affidavit – to the effect of the claim of legal ownership to the shares
- Deed of indemnity – Indemnifying the depository and Depository Participants (DP)
- NOC from legal heir(s), if applicable or family settlement deed duly executed by all legal heirs of the deceased beneficial owner

If the value of shares of the company as on the date of application is more than Rs.5,00,000, the legal heir(s) should additionally submit one of the following documents to the DP:

- Surety form
- Succession certificate
- Probated will
- Letter of Administration

**Q The name of a joint holder was included by the first holder only for convenience. I am the only heir. Could you transfer the shares in my name as stated in the will/probate?**

A Under the law, the joint holder is deemed to be having indivisible ownership of the joint property and the company cannot ascertain as to how or why the name was included. In the Articles of Association of the company, the surviving joint holders are the only persons recognised as having title to the shares.

**K. LOSS OF SHARE CERTIFICATES**

**Q I have lost my share certificate. How should I proceed to obtain duplicate share certificates?**

**A** Shareholders who have lost / misplaced share certificate(s) should inform the Company's R&TA, immediately about loss of share certificate(s), quoting their folio number and details of share certificate(s), if available. The R&TA shall immediately mark a 'stop transfer' on the folio to prevent any further transfer of shares covered by the lost share certificate(s). It is recommended that the shareholders should lodge a FIR with the police regarding loss of share certificate(s). R&TA will provide the particulars of documents to be submitted for issue of duplicate share certificate. Documents required to be submitted along with the application include Indemnity Bond, Affidavit, Surety Form, copy of FIR. The corporate shareholders need to submit a copy of Memorandum of Association and Certified Copy of the Board Resolution besides the other documents stated above.

You need to follow the procedure for issue of duplicate share certificate.

**Q What action should I take if I retrieve the original share certificate, which I had reported to have lost?**

**A** Please surrender the original share certificate to the RTA immediately if the duplicate share certificates have been issued. However, if the original share certificates are found before you comply with the procedure for obtaining duplicate share certificate, please inform the R&TA / Company immediately so that we can take immediate suitable action.

## **L. MISCELLANEOUS**

**Q I wish to split/consolidate my share certificates into marketable lots. What is the procedure that I should follow?**

**A** Please forward your share certificates together with a request letter signed by the registered shareholder/s and we shall split/consolidate the share certificates accordingly.

**Q I am holding more than one folio in the same name. Can I consolidate these folios?**

**A** Yes. Please forward the share certificate(s) relating to those folios which you wish to merge and we shall consolidate your folios and return the share certificates by endorsing the consolidated folio number.

You may please note that the folios to be consolidated should be in the identical name or in the same order of identical names (in the case of joint-holding) and bear the same address.

**Q In September, 2006, the Company had issued new shares of face value Rs.2. However, I still hold share certificates of Rs.10 each. How do I exchange them with new share certificates of Re.2?**

**A** New Share Certificates for the shares of the face value of Rs.2 per share will be issued to you on surrender of your old original Share Certificate for the shares of the face value of Rs.10 per share. The exchange will be only on surrender of old share certificates as conveyed by the Company to the Stock Exchanges.

**Q When I authorise another person to deal with my shares, do I have to report this to the company?**

**A** Yes. You will have to execute a Power of Attorney in favour of the person concerned and submit a notarised copy of it to the R&TA for registration. After scrutiny of the documents R&TA shall register the Power of Attorney and inform you about the registration number in respect of it.

**Q. What are the disclosures to be made by shareholders under SEBI Regulations?**

**A.** All shareholders, who hold more than 5% shares or voting rights in the Company, have to make requisite disclosure to the Company and to the Stock Exchange under SEBI Prohibition of Insider Trading Regulations and SEBI Takeover Regulations, as follows:

**(i) Disclosure under SEBI (Prohibition of Insider Trading) Regulations, 2015**

In order to prohibit insider trading and protect the rights of innocent investors, SEBI has enacted the SEBI (Prohibition of Insider Trading) Regulations, 2015. As per Regulation 7 of the said Regulations, initial and continual disclosures are required to be made by investors as under:

### **Initial Disclosure**

(a). Every promoter, member of the promoter group, key managerial personnel and director of every company whose securities are listed on any recognised stock exchange shall disclose his holding of securities of the company as on the date of PIT regulations taking effect, to the company within thirty days of PIT regulations taking effect;

(b). Every person on appointment as a key managerial personnel or a director of the company or upon becoming a promoter or member of the promoter group shall disclose his holding of securities of the company as on the date of appointment or becoming a promoter, to the company within seven days of such appointment or becoming a promoter.

### **Continual Disclosure**

(a). Every promoter, member of the promoter group, designated person and director of every company shall disclose to the company the number of such securities acquired or disposed of within two trading days of such transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees or such other value as may be specified;

### **Disclosures by other connected persons.**

(3) Any company whose securities are listed on a stock exchange may, at its discretion require any other connected person or class of connected persons to make disclosures of holdings and trading in securities of the company in such form and at such frequency as may be determined by the company in order to monitor compliance with PIT regulations.

### **(ii) SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 2011**

SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 2011 cast obligation on the investor (acquirer) to make disclosure with respect to acquisition and disposal of shares. The relevant provisions as contained in the Regulations 29 (1), (2) and (3) are given below:

#### **Disclosure of acquisition**

Any acquirer who acquires shares (including convertible securities) or voting rights in a target company which taken together with shares or voting rights, if any, held by him and by persons acting in concert with him in such target company, aggregating to five per cent or more of the shares of such target company, should disclose their aggregate shareholding and voting rights in such target company, to target company and Stock Exchanges within 2 working days of the receipt of intimation of the allotment / acquisition, as the case may be.

#### **Disclosure, in case of change in holding**

Any person, who together with persons acting in concert with him, holds shares or voting rights entitling them to five per cent or more of the shares or voting rights in a target company, should disclose the number of shares or voting rights held and change in shareholding or voting rights, even if such change results in shareholding falling below five

per cent, if there has been change in such holdings from the last disclosure made; and such change exceeds two per cent of total shareholding or voting rights in such target company, to target company and Stock Exchanges within 2 working days of such change.

**Q What are the Shareholders' general rights?**

- To receive not less than 21 days notice of general meetings unless consented for a shorter notice.
- To receive notice and forms for Postal Ballots in terms of the provisions of the Companies Act, 2013 and the concerned Rules issued thereunder.
- To receive copies of Balance Sheet and Profit and Loss Account along with all annexures / attachments (Generally known as Annual Report).
- To participate and vote at general meetings either personally or through proxy. Proxy can vote only in case of poll.
- To receive dividends and other corporate benefits like bonus, rights etc. once approved.
- To demand poll on any resolution at a general meeting in accordance with the provisions of the Companies Act, 2013.
- To inspect statutory registers and documents as permitted under law.
- To require the Board of Directors to call an extraordinary general meeting in accordance with the provisions of the Companies Act, 2013.

**Q What are the general duties / responsibilities of investors?**

- To remain abreast of corporate developments, company specific information and take informed investment decision(s).
- To be aware of relevant statutory provisions and ensure effective compliance therewith.
- Not to indulge in fraudulent and unfair trading in securities nor to act upon any unpublished price sensitive information.
- To participate effectively in the proceedings of shareholders' meetings.
- To respond to communications seeking shareholders' approval through Postal Ballot.
- To respond to communications of SEBI / Depository / Depository Participant / Brokers / Sub-brokers / Other Intermediaries / Company, seeking investor feedback / comments.
- To contribute to the Greener Environment and accordingly register email addresses to enable the Company to send all documents / notices including Annual Reports electronically.
- To register nominations, which would help the nominees to get the shares transmitted in their favour without any hassles.

**GENERAL INSTRUCTION TO THE INVESTORS**

**(i) E-VOTING**

To widen the participation of shareholders in company decisions, the Securities and Exchange Board of India (SEBI) has directed top 500 listed companies to provide e-voting facility to their shareholders in respect of those businesses which are transacted through postal ballot.

Further, the Companies Act, 2013 and Regulation 44 of the Listing Obligations and Disclosure Requirements Regulations, 2015 also require a listed company to provide e-voting facility to its shareholders, in respect of all shareholders' resolutions, to be passed at General Meetings.

Members are requested to utilize the e-voting facility being offered by the Company from time to time.



**(ii) REGISTER E-MAIL ADDRESS**

To contribute towards greener environment and to receive all documents, notices, including Annual Reports and other communications of the Company, investors are requested to register their e-mail addresses with R&TA / Company, if shares are held in physical mode OR with their DP, if the holding is in electronic mode.

## **M. INITIATIVES TAKEN BY THE COMPANY FOR STANDARDIZING INVESTOR SERVICES**

The service standards that have been set by the Company for various investor related transactions / activities are as follows:

### **(i) Registrations**

<b>Sl. No.</b>	<b>Nature of Service*</b>	<b>No. of working days</b>
1	Transfers	15
2.	Transmission	7
3.	Transposition	7
4.	Deletion of Name	7
5.	Folio Consolidation	15
6.	Change of Name	7
7.	Demat	7
8.	Remat	15
9.	Issue of Duplicate Certificate	15
10.	Replacement of Certificate	15
11.	Certificate Consolidation	15
12.	Certificate Split	15

### **(ii) Correspondence**

#### **Queries / Complaints**

1.	Non-receipt of Annual Reports	2
2.	Non-receipt of Dividend Warrants	15
3.	Non-receipt of Certificate	3

#### **Event Based**

1.	Allotment / call money	4
2.	Others	3

#### **Requests**

1.	Change of Address	4
2.	Issue of duplicate Dividend Warrants	15
3.	Bank Mandate / Details	3
4.	Nomination	3
5.	Power of Attorney	4
6.	Multiple Queries	4

**\* subject to receipt of all valid documents**

## **N. INVESTOR SERVICING AND GRIEVANCE REDRESSAL AT EXTERNAL AGENCIES**

The investors can approach the following agencies for redressal of grievances, if the matter is not settled by the Company:

### **i) Ministry of Corporate Affairs**

Ministry of Corporate Affairs (MCA) has launched a major e-Governance initiative christened as “MCA 21” on the MCA portal ([www.mca.gov.in](http://www.mca.gov.in)). One of the key benefits of this initiative includes timely redressal of investor grievances. MCA 21 system accepts complaints under the eForm prescribed, which has to be filed online.

The nature of complaint may relate to:

- Shares / Dividends
- Debentures / Bonds
- Fixed Deposits - non receipt of amount
- Miscellaneous - non receipts
- Any other

The status of complaint can be viewed by quoting the Service Request Number (SRN) provided at the time of filing the complaint.

### **ii) Investor Education and Protection Fund (IEPF)**

IEPF is for promotion of investors’ awareness and protection of the interests of investors. IEPF through Investor Helpline is assisting investors- free of charge in redressal of their grievances. It provides a facility, to the investors, to lodge their grievance on the website itself. This facility is available on website <http://www.investorhelpline.in>. The complaints can be lodged on various issues such as

- Refund Order / Allotment Advice related
- Non-Receipt of Dividend
- Non-Receipt of Share certificates / Units after allotment / transfer / Bonus Transmission etc.
- Non-Receipt of Debentures / Bond Certificate or Interest / Redemption Amount
- Offer for Rights Issue
- Non-Receipt of Investments and returns thereon on Collective Investment Schemes / Plantation Companies
- Non-Receipt of Annual Report / AGM Notice / Proxy Form
- Non-Registration of Change in Address of Investor
- Non-Receipt of Fixed / Public Deposits related amounts
- Demat related Grievances

### **iii) Securities and Exchange Board of India (SEBI)**

#### **SEBI Complaints Redress System (SCORES)**

The investor complaints are processed by SEBI in a centralized web based complaints redress system (SCORES). The salient features of this system are (i) centralised database of all complaints; (ii) online upload of Action Taken Reports (ATRs) by the

concerned companies; and (iii) online viewing by investors of actions taken on the complaint and its current status.

All companies against whom complaints are pending on SCORES, will have to take necessary steps within 7 days of receipt of complaint through SCORES and resolve the complaint within 30 days of receipt of complaint and also keep the complainant duly informed of the action taken.

After lodging the complaint, the Investors can track the status as well.

#### **iv) Stock Exchanges**

##### a) National Stock Exchange of India Limited (NSE)

NSE has formed an Investor Grievance Cell (IGC) to redress investors' grievances electronically. IGC is manned by a team of professionals who possess relevant experience in the areas of capital markets, company and legal affairs; especially trained to identify the problem faced by the investor, and to find and resolve at the earliest. The Investors have to log on to the website of NSE i.e. [www.nseindia.com](http://www.nseindia.com) and in the Investors Service Centre Section they can fill in Form I or Form II depending upon the type of complaint and file the same electronically with NSE. Generally, complaints are resolved within a period of 45 days.

##### b) BSE Limited (BSE)

BSE provides an opportunity to its members to file their complaints electronically through its website [www.bseindia.com](http://www.bseindia.com) under the Investor Desk Section. Here again as in case of NSE, the Investors can fill in various complaint forms depending upon the nature of their complaint and file them electronically.

#### **v) Depositories**

##### a. National Securities Depository Limited (NSDL)

In order to help its clients resolve their doubts, queries, complaints, NSDL has provided an opportunity wherein they can raise their queries by logging on to [www.nsdl.co.in](http://www.nsdl.co.in) under the 'Query Now' section or an email can be marked mentioning the query to [relations@nsdl.co.in](mailto:relations@nsdl.co.in).

##### b. Central Depository Services (India) Limited (CDSL)

Investors who wish to seek general information on depository services may mail their queries to [investors@cdslindia.com](mailto:investors@cdslindia.com). With respect to the complaints / grievances of the demat account holders relating to the services of the Depository participants, mails may be addressed to [complaints@cdslindia.com](mailto:complaints@cdslindia.com).

## **O. DEALING IN SECURITIES MARKET**

### **DO's**

- Transact only through Stock Exchanges.
- Deal only through SEBI registered intermediaries.
- Complete all the required formalities of opening an account properly (Client registration, Client agreement forms, etc).
- Ask for and sign “Know Your Client Agreement”.
- Read and properly understand the risks associated with investing in securities / derivatives before undertaking transactions.
- Assess the risk - return profile of the investment as well as the liquidity and safety aspects before making your investment decision.
- Ask all relevant questions and clear your doubts with your broker before transacting.
- Invest based on sound reasoning after taking into account all publicly available information and on fundamentals.
- Give clear and unambiguous instructions to your broker / sub-broker / depository participant.
- Be vigilant in your transactions.
- Insist on a contract note for your transaction.
- Verify all details in contract note, immediately on receipt.
- Crosscheck details of your trade with details as available on the exchange website.
- Scrutinize minutely both the transaction and the holding statements that you receive from your Depository participant.
- Keep copies of all your investment documentation.
- Handle Delivery Instruction Slips (DIS) Book issued by DP's carefully.
- Insist that the DIS numbers are pre-printed and your account number (client id) be pre stamped.
- In case you are not transacting frequently make use of the freezing facilities provided for your demat account.
- Pay the margins required to be paid in the time prescribed.
- Deliver the shares in case of sale or pay the money in case of purchase within the time prescribed.
- Participate and vote in general meetings either personally or through proxy.
- Be aware of your rights and responsibilities.
- In case of complaints approach the right authorities for redressal in a timely manner.

### **DON'TS**

- Don't undertake off-market transactions in securities.
- Don't deal with unregistered intermediaries.
- Don't fall prey to promises of unrealistic returns.
- Don't invest on the basis of hearsay and rumors; verify before investing.
- Don't forget to take note of risks involved in the investment.
- Don't be misled by rumours circulating in the market.
- Don't follow the herd or play on momentum - it could turn against you.
- Don't be misled by so called hot tips.
- Don't try to time the market.
- Don't hesitate to approach the proper authorities for redressal of your doubts / grievances.
- Don't leave signed blank Delivery Instruction Slips of your demat account lying around carelessly or with anyone.

- Do not sign blank Delivery Instruction Slips (DIS) and keep them with Depository Participant (DP) or broker to save time. Remember your carelessness can be your peril.

**Disclaimer:**

**The terms ‘shareholders’ and ‘investors’ have been used interchangeably. The contents herein are for the purpose of general guidance and information of readers only. For full particulars / provisions, readers are advised to refer to the relevant Acts / Rules / Regulations / Guidelines / Clarifications.**

**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 Debentures) Rules 2014]**

To,  
 HLV Limited  
 (Formerly Hotel Leelaventure Limited)  
 The Leela Mumbai  
 Sahar  
 Mumbai - 400 059

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:**

<b>Nature of Security</b>	<b>Folio No.</b>	<b>No. of Securities</b>	<b>Certificate No.</b>	<b>Distinctive No.</b>

**2. Particular of Nomine(s)**

<b>Details</b>	<b>First Nominee</b>	<b>Second Nominee</b>	<b>Third Nominee</b>
Name of the Nominee(s)			
Date of Birth			
Father's/Mother's/Spouse's name			
Occupation			
Nationality			
Address			
E-mail id			
Relationship with the security holder			

**3. In case the nominee is a minor-**

<b>Details</b>	<b>First Nominee</b>	<b>Second Nominee</b>	<b>Third Nominee</b>
Date of Birth			
Date of attaining majority			
Name of Guardian			
Address of Guardian			
Name			
Address			

Name of the Security Holder

Signature

Witness with name and address

**Instructions:**

1. 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. 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 witnesses.
2. 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.
3. Nomination stands rescinded upon transfer of shares / redemption of debentures.
4. Transfer of share / debenture in favour of a nominee shall be valid discharge by a company against the legal heir.
5. The intimation regarding nomination / nomination form shall be filled in duplicate with company / Registrar and Share Transfer Agents of the Company who will return one copy thereof to the share or debenture holder.
6. Cancellation of nomination can be made by means of a letter to that effect. If the units are held jointly, all the joint holders will have to sign the letter for cancellation of nomination.

***Please submit the form in duplicate.***



Form No. SH-14

Cancellation or Variation of Nomination

[Pursuant to sub-section (3) of section 72 of the Companies Act, 2013 and rule 19(9) of the Companies (Share Capital and Debentures) Rules 2014]

To,

HLV Limited  
(Formerly Hotel Leelaventure Limited)  
The Leela Mumbai  
Sahar  
Mumbai - 400 059

I/We, \_\_\_\_\_ residing at \_\_\_\_\_ hereby cancel the nomination(s) made by me/us in favor of \_\_\_\_\_ residing at \_\_\_\_\_ (name and address of the nominee) in respect of the below mentioned securities.

Or

I/We, \_\_\_\_\_ residing at \_\_\_\_\_ hereby nominate the following person in place of \_\_\_\_\_ as nominee in respect of the below mentioned securities in whom shall vest all 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 cancelled / varied)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No(s).	
				From	To

(2) (a) PARTICULARS OF THE NEW NOMINEE:

- i. Name:
- ii. Date of Birth:
- iii. Father's/Mother's/Spouse's name:
- iv. Nationality:
- v. Address:
- vi. E-mail id:
- vii. Relationship with the Security holder:

(b) IN CASE NEW NOMINEE IS A MINOR:

- i. Date of Birth:
- ii. Date of attaining majority
- iii. Name of guardian:
- iv. Address of guardian:

Name of the Security Holder (s)

Signature:

- 1.
- 2.

Name & Address of Witness

Signature of Witness:

## **INSTRUCTIONS:**

1. The nomination made earlier can be cancelled and new nomination can be made by individuals either 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.
2. A minor can be nominated by a holder of shares 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.
4. The nomination stands rescinded upon transfer of shares.
5. The form should be filed **in duplicate** with the Company, who will return one copy thereof to the shareholders.
6. Only one person can be nominated for a given folio.
7. For shares held in electronic mode nomination is required to be filed with the Depository Participant.

***Please submit the form in duplicate.***

**Form No. SH-4**  
**Securities Transfer Form**  
[Pursuant to section 56 of the Companies Act, 2013 and sub-rule (1) of rule 11 of the Companies (Share Capital and Debentures) Rules 2014]

Date of execution.....

FOR THE CONSIDERATION stated below the "Transferor(s)" named do hereby transfer to the "Transferee(s)" named the securities specified below subject to the conditions on which the said securities are now held by the Transferor(s) and the Transferee(s) do hereby agree to accept and hold the said securities subject to the conditions aforesaid.

CIN:  
Name of the company (in full):  
Name of the Stock Exchange where the company is listed, if any:

**DESCRIPTION OF SECURITIES:**

Kind/ Class of securities (1)	Nominal value of each unit of security (2)	Amount called up per unit of security (3)	Amount paid up per unit of security (4)

No. of securities being transferred		Consideration received	
In figures	In words	In words	In figures

Distinctive number	From						
	To						
Corresponding Certificates Nos.							

Transferor's Particulars-		
Registered Folio Number	Name (s) in full	signature(s)
1.		
2.		
3.		

I, hereby confirm that the transferor has signed before me.

Signature:  
Witness:

**Transferee's Particulars**

Name in full	Father's/ mother's/ Spouse name	Address & E- mail id	Occupation	Existing folio No., if any	Signature
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					

Folio No. of Transferee

Specimen Signature of Transferee

.....

.....

Value of stamp affixed: ..... (Rs.)

Enclosures:

- (1) Certificate of shares or debentures or other securities
- (2) If no certificate is issued, letter of allotment.
- (3) Others, specify.....

**Stamps:**

<p><b>For office use only</b></p> <p>Checked by.....</p> <p>Signature tallied by.....</p> <p>Entered in the Register of Transfer on ..... vide Transfer No.....</p> <p>Approval Date.....</p> <p>Power of attorney/Probate/Death Certificate/Letter of Administration Registered on ..... at .....</p> <p>No.....</p>
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**On the reverse page of the certificate**

Name of the Transferor	Name of the Transferee	No. of Shares	Date of Transfer	Signature of Authorized Signatory
.....	.....	.....	.....	.....

**National Electronic Clearing Service Mandate Form**

To <b>KFin Technologies Private Limited</b> Unit: HLV Limited Selenium Tower B, Plot No. 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad 500 032 <b>(In case of Physical Holding)</b>	To The Depository Participant Concerned <b>(In case of Electronic Holding)</b>
--	--

Dear Sir,

**Form for Electronic Clearing Services for payment of dividend**

Please fill in the information in CAPITAL LETTERS. Please TICK wherever is applicable.

- For shares held in physical form  
Registered Folio No. \_\_\_\_\_ :
- For shares held in electronic form  
(Shareholders holding shares in electronic form should forward this form to their respective Depository participant)

DP ID 

I	N								
---	---	--	--	--	--	--	--	--	--

Client ID 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. First Shareholder's Name : Shri / Smt. / Kum. / M/s. \_\_\_\_\_

4. First Shareholder's Address : \_\_\_\_\_

\_\_\_\_\_ Pin Code \_\_\_\_\_

5. Particulars of bank :

Bank Name																	
Branch Name & Address																	
Branch Code																	
(9 Digits code number appearing on the MICR Band of the cheque supplied by the Bank. Please attach a Photocopy of a cheque or a blank cheque of your bank duly cancelled for ensuring accuracy of the bank name, branch name and code number)																	
Account Type	Savings		Current		Cash Credit												
Account no. (as appearing in the cheque book)																	

6. Date from which the mandate should be effective : \_\_\_\_\_

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I shall not hold the Company or its RTA responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of dividend amount through ECS.

Place : \_\_\_\_\_

\_\_\_\_\_ (Signature of shareholder)

Date : \_\_\_\_\_

## HELP US TO SERVE YOU BETTER

If you are holding the shares in physical form, please fill the following information and send the same to our Registrar and Share Transfer Agent so that they can update your folio:

1	Folio No.	
2	Name of the First Shareholder	
3	Bank Account No.	
4	Name of the Bank and full address with PIN	
5	9 Digit MICR Code (Available on the cheque leaf)	
6	Contact No. (with STD Code)	
7	Mobile No.	
8	Email Id.	
9	Signature of the shareholder(s)	