

Transfer of shares:	The transfer deed(s) /Form No.SH-4 along with share certificate lodged prior to deadline of March 31, 2019 and returned under objection may be re-lodged with the Company after rectifying deficiency for transfer of shares in physical form even after April 01, 2019.
Non availability of PAN of the transferor for transfer deeds.	The transfer deeds executed prior to December 01, 2015 have not been registered due to Non –availability of PAN of the transferor can be registered with or without the PAN of the transferor as per the requirement of quoting PAN under the applicable Income Tax Rules.
Mismatch of name in PAN Card vis-a-vis name on Share Certificate/ Transfer Deed.	Transfer deed with share certificate can be lodged with below mentioned documents:- <ol style="list-style-type: none"> 1. Copy of Pass Port. 2. Copy of Marriage Certificate. 3. Copy of gazette notification regarding change in name. 4. Copy of Aadhaar Card.
Mismatch of Transferor's Signature/ Change of Signature	Changed signature can be updated with the Company by submitting below mentioned :- <ol style="list-style-type: none"> 1. Signature duly attested by the Bank Manager. 2. Cancelled cheque leaf. 3. Affidavit.
In case of Non-delivery of objection memo to the transferor or non-cooperation of transferor.	The transferee can lodged the shares with below mentioned documents:- <ol style="list-style-type: none"> 1. An Indemnity Bond duly executed on non judicial stamp paper of Rs.500/- as per prescribed format of SEBI. 2. Copy of Address proof- Passport/Aadhaar Card/Driving License. 3. An under taking shares will not be demated for a period of 6 months from the date transfer.
Advertisement of Notice for Transfer of Shares.	Company will publish a Notice in one English language national daily newspaper circulating nationwide and in one regional language daily newspaper circulated in Mumbai for proposed transfer and seeking objection (if any) within 30 days from the date of advertisement.
Lock-in-period	The shares transferred will be in lock-in-period of 6 months from the date of transfer for demat.
Display on website	Names of the transferor, transferee and number of shares transferred under this procedure will be disclosed on the website of the Company and also on Stock Exchange website as a corporate announcement.

Transmission of Shares:-

<p>Transmission of Shares held in single name of the deceased shareholder with Nominee</p>	<p>The Nominee can submit below mentioned documents for transmission of shares:-</p> <ol style="list-style-type: none">1. Original Share Certificate.2. Original or copy of the death certificate duly attested by a Notary or by a Gazatted Officer.3. Transmission Form duly completed and signed.4. Self attested copy of the PAN Card of the nominee.5. Unclaimed Dividend Warrants (if any).
<p>Transmission of shares in case shares held in sole name of the deceased shareholder without Nominee for value more than Rs.2 Lakh.</p>	<p>The legal heir can approach to the Company for transmission of shares with below mentioned documents:-</p> <ol style="list-style-type: none">1. Original Share Certificate(s).2. Original or copy of the death certificate duly attested by a Notary or by a Gazatted Officer.3. Self attested copy of the PAN Card.4. Transmission Form duly completed and signed.5. A Cancelled cheque leaf.6. Unclaimed dividend warrants (if any).7. Certified copy of any one legal document viz. Succession Certificate/Letter of Administration/Probate of the Will/Will/Court Order.

<p>Transmission of shares in case shares held in sole name of the deceased shareholder without Nominee for value up to Rs.2 Lakh.</p>	<p>The legal heir can approach to the Company for transmission of shares with below mentioned documents:-</p> <ol style="list-style-type: none"> 1. Original Share Certificate(s). 2. Original or copy of the death certificate duly attested by a Notary or by a Gazatted Officer. 3. Self attested copy of the PAN Card. 4. Transmission Form duly completed and signed. 5. A Cancelled cheque leaf. 6. Unclaimed dividend warrants (if any). 7. Certified copy of any one legal document viz. Succession Certificate/Letter of Administration/Probate of the Will/Will/Court Order. <p>In absence of legal documents mentioned above in point No.7, furnish documents mentioned below:-</p> <ol style="list-style-type: none"> A. Indemnity Bond on a Non-Judicial Stamp Paper of Rs.500/- as per draft prescribed by the SEBI. B. Affidavit on Non-Judicial stamp Paper of Rs.100/- as per draft prescribed by the SEBI. C. No objection certificate (NOC) from all legal heir(s) who do not object to such transmission as per draft prescribed by the SEBI. <p style="text-align: center;">OR</p> <p>Copy of Family Settlement Deed duly notarized or attested by a Gazatted Officer and executed by all the legal heirs of the deceased shareholder.</p>
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Deletion of Name:-

<p>Deletion of name of the deceased shareholder where shares are held in joint names.</p>	<p>The joint holder can approach to the Company with below mentioned documents for deletion of the name of the deceased shareholder:-</p> <ol style="list-style-type: none">1. Original Share Certificate.2. Original or copy of the death certificate duly attested by a Notary or by a Gazatted Officer.3. Self attested copy of the PAN Card of the joint holder.4. A cancelled cheque leaf.5. Deletion form duly completed and signed as per specimen signature registered with the Company.6. Unclaimed Dividend Warrants (if any).
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Transposition names:-

<p>Transposition of Names registered with the Company</p>	<p>The shareholders can submit the below mentioned documents for transposition of names:-</p> <ol style="list-style-type: none">1. Original Share Certificate(s).2. Self attested copy of PAN Cards.3. A request letter duly signed as per specimen signature registered with the Company.4. A Cancelled cheque leaf.
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Issue of Duplicate Share Certificate:-

<p>In case of loss of share certificate</p>	<p>The shareholder can approach to the Company with below mentioned documents for issue of duplicate share certificate against lost share certificate:-</p> <ol style="list-style-type: none">1. A request letter duly signed as per specimen signature registered with the company.1. Indemnity Bond on a Non-Judicial Stamp Paper of Rs.500/- as per prescribed format.2. Affidavit on Non-Judicial stamp Paper of Rs.100/- duly Notarized as per prescribed format.3. Copy of F.I.R./Police Complaint lodged with the local Police station for loss of Equity Share Certificate.4. Paper cutting of the Advertisement in English News Papers Circulating in Mumbai or for publishing common advertisement by the Company at the cost of the shareholder.5. Self attested copy of the PAN Card.
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Demat of Share Certificate:-

Demat of share certificate	The shareholder can dematerialized the share certificate:- <ol style="list-style-type: none">1. Open a demat account with depository participant for demat of shares.2. Submit Demat Request Form duly completed and signed as per specimen signature with the Company along with share certificate.
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Remat of Share Certificate:-

Remat of shares held in demat form	The beneficiary can approach to the depository participant for re-materialization the share holdings held in demat form:- <ol style="list-style-type: none">1. Submit Remat Request Form duly completed and signed for remat of shareholdings in physical form.2. Other related documents prescribed by the depository participant (if any).
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