

FREQUENTLY ASKED QUESTIONS

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

In case you are holding shares in physical form and wish to transfer the shares out of market, please execute a transfer deed (Securities transfer form No. SH4) and send the same along with the share certificate and copy of PAN card of both transferor and transferee, to the registered office of the Company or our Registrars.

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.

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?

You will have to follow the following procedure for creating account with CDSL and NSDL for DEMAT purpose.

1. Open a demat account with a Depository Participants (DP), which could be your bank or your stockbroker. You will have to fill a form and submit copies of proof of address and identity documents (PAN card, Aadhar card, passport), along with a passport-size photograph.
2. After processing the document, the DP will open a demat account in your name, with an account number. The demat account is just like a bank account, keeping a record of your shares instead of money.
3. After opening the DP account, surrender the physical certificates to the DP along with a DEMAT request form (DRF).
4. After submission of the DRF and share certificates, the depository participant will send the certificate, form and covering letter to the RTA (registrar and transfer agent). If everything is in order, the issuer or RTA will accept the dematerialization request in his system and forward it to the depositories (NSDL and CDSL)

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, 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
 - Duly signed application of legal heir/s is on record.
 - The death certificate of the registered shareholder duly certified / notarized.
 - Share certificates properly attached.
 - Probate of the will or Succession certificate, or Letter of Administration.
 - No Objection Certificates, if necessary from legal heirs other than the applicant.
- Where, however, there is a registered nomination for the deceased shareholders 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 indemnity bond (please contact RTA for format).

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.

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 (please contact RTA for format), 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. 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 (please contact RTA for format), 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.

The share certificates in respect of shares held by me, have been lost/misplaced/burnt completely. 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 by 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, (please contact RTA for format)
- An affidavit, (please contact RTA for format)
- Surety, (please contact RTA for format)
- Original cutting of public notice (please contact RTA for format) published by the shareholder in the newspaper circulating in Nellore District.

The application along with the documents submitted will be placed before the next Board Meeting for approval by the Board of Directors/Committee thereof. 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 duplicate share certificate.

The share certificates 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.

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

In case you want to delete the name of the joint holder(s), 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.

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.

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 holders become 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.

I hold shares 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 be required to furnish a requisition letter for consolidation along with original share certificate and PAN card copy.

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.

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. The application has to be 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.

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 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 intimation will be sent to you confirming the noting of revocation of the POA.