For the kind attention of holders of shares in physical form Norms and forms for duplicate share certificates, transmission, transposition, etc.

SEBI through SEBI (LODR) Amendment Regulations, 2022 dated 24th January 2022 read with Circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 has stipulated that listed companies shall henceforth issue the securities in dematerialized form only.

Accordingly, in the case of requests for the following the application shall be in the prescribed Form ISR-4:

- a. Issue of duplicate securities certificate;
- b. Claim from Unclaimed Suspense Account;
- c. Renewal / Exchange of securities certificate;
- d. Endorsement;
- e. Sub-division / Splitting of securities certificate;
- f. Consolidation of securities certificates/folios;
- g. Transmission;
- h. Transposition;

In case the shareholder does not have a demat account, the RTA will issue an Entitlement Letter in the prescribed form. The shareholder shall, based on the letter get the shares credited to his/her demat account within 120 days thereof. If the dematerialization has not been done within the specified period, the shares would be transferred to Unclaimed Suspense Account/ Suspense Escrow Demat Account of the Company.

The above changes are effective from 25th January 2022.

The relevant Form ISR-4 is appended which may be downloaded and used for the connected purposes. For any clarification, please get in touch with our RTA:

BEETAL Financial & Computer Services Pvt Ltd.

BEETAL HOUSE, 3rd Floor,

99, Madangir, Behind LSC, New Delhi - 110062

Ph. 011-29961281-283, 26051061, 26051064 Fax 011-29961284,

beetalrta@gmail.com, www.beetalfinancial.com

Form ISR-4

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

Request for issue of Duplicate Certificate and other Service Requests

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

I / We are submitting the follow Depository Participant to demate	wing docume erialize my / ation, receiv	d for processing all service request: ents / details and undertake to request the our securities within 120 days from the date ed from the RTA/Issuer Company (tick ✓ as	
 Demat Account No. (If availab Provide Client Master List Participant* 	•	our Demat Account from the Depository	
 Provide the following details, circular dated November 03, 2 		not already available with the RTA (see <u>SEB</u> gard)	
PAN		Specimen Signature	
Nomination / Declaration to Op-	t-out		
B. I / We request you for the formular dated November 03, 2021 B. I / We request you for the formular dated November 03, 2021 Issue of Duplicate certificate Replacement / Renewal / Esecurities certificate Sub-division / Splitting of certificate	ollowing (tick fxchange of	I, please refer to and use Form ISR-1 in SEB ✓ relevant box) Claim from Unclaimed Suspense Account Endorsement Consolidation of Folios	
Consolidation of Securities certificate		Transmission	
Transposition (Mention the ne	å		
C. I / We are enclosing certific Name of the Issuer Company		-	
Folio Number			
Name(s) of the security	1.		
holder(s) as per the	2.		
certificate(s)	3.		

Date:___/___/

Certificate numbers	
Distinctive numbers	
Number & Face value of	
securities	

^{**} Wherever applicable / whichever details are available

D. Document / details required for specific service request:

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

Securities claimed	(in numbers)
	(in words)

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

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

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

Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
✓	V	√
√	√	√
√		
, ппппп		
	<i></i>	

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