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## FREQUENTLY ASKED QUESTIONS BY INVESTORS

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

**Ans:** Please note that the shares of Kirloskar Oil Engines Limited are subject to trading in compulsory demat form. Hence, if you are holding shares in physical form and wish to sell the shares to a third party through Stock Exchange, please get the shares dematerialized and credited in your demat account. You can then approach your broker for sale of shares held by you in dematerialized form, along with the authorization for debit of your demat account with the number of shares you want to sell. The format for authorizing the debit of your demat account will be supplied by you by the DP at the time of opening of your demat account.

However, in case you are holding shares in physical form and wish to transfer the shares off market, please execute a transfer deed and send the same along with the original share certificate to the Company or our Registrars and Share Transfer (R & T) Agent of the Company viz. [Link Intime India Private Limited](#).

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

- i. The Transfer Deed in Form SH 4, must have the date of presentation to the specified authority. The Deed should be lodged with the Company/(R & T) Agent, within 60 days of date of execution. In case the validity of Transfer Deed has expired, please execute fresh Transfer Form.
- ii. 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.
- iii. 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 with his name and designation.
- iv. 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 (Mention name and designation of 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.

- v. 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.
- vi. The share transfer deed should be adequately stamped. The Stamp Duty for transfer of shares is 0.25 paise for every Rs. 100 of the market value of your shares. [As per Article 62 of Indian Stamp Act, 1899]

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

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

- i. 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. If the surviving shareholders is having different address than address of deceased shareholder, then for change in the address details , you will need to submit address proof of surviving shareholders. (For address proof please refer point no. 6)
- ii. In case the shares are held in a single name, and the shareholder has expired, the shares can be transmitted in the name of his legal heir on submission of the following documents –
  - a. Duly signed application of legal heir/s is on record.
  - b. The death certificate of the registered shareholder duly certified / notarized.
  - c. Share certificates properly attached.
  - d. Probate of the will or Succession certificate or Letter of Administration
  - e. No objection certificates, if necessary from legal heirs other than the applicant.
  - f. Court order, in case shares are held by a notified person, and need to be transmitted to the applicant.
- iii. Where, however, there is a registered nomination for the deceased shareholder's folio, the shares are transmitted to that of the Nominee, on

receipt of documents properly evidencing the death of the existing shareholder, without going through the aforesaid process.

- iv. Where the certificates in respect of the shares to be transmitted are lost/misplaced/destroyed, you will also need to execute the necessary indemnities and submit the other documents as mentioned in point no. 3 along with the documents mentioned in (ii) a-f (except c) above.

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.

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

**Ans:** 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 the shareholder/(s) –

- i. A formal application for issuing duplicate share certificate, duly signed by the shareholder/(s).
- ii. An attested copy of the FIR filed with the police station/ acknowledged copy of police complaint lodged with Local Police Station for loss/misplaced share certificates. (In the complaint details of share certificates such as name of company, folio no., share certificate number, distinctive no. and name of registered shareholder should be mentioned)
- iii. An indemnity bond, as per format given in [Annexure A](#)
- iv. An affidavit, as per format given in [Annexure A](#)
- v. Surety, as per format given in [Annexure A](#)
- vi. Original cutting of public notice (as per format given in [Annexure A](#)) published by the shareholder in the newspaper circulating in Pune. (Not applicable if market value is below Rs. 50,000 at the time of submission of the documents to the Company or R & T Agent)

The application along the documents submitted will be placed before the next Board Meeting for approval by the Board of Directors. After getting the approval, the duplicate share certificates will be issued to the shareholders.

The shares in respect of the lost share certificates will not be credited directly to the demat account of the shareholder. The shareholder will have to make an application

to the Depository Participant with whom he has a demat account, together with the share certificate.

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

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

- 5. I want to change my and/or jointholder(s) name appearing on the share certificate. What is the procedure for the same?**

**Ans:** Name can be changed in the following cases –

- i. Marriage of the registered shareholder
- ii. Voluntary change of name of the registered holder
- iii. Change in the name of a Corporate body

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

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

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

- 6. 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?**

**Ans:** If you are holding shares in physical form, please send an application, duly signed by all the registered holders, to the Company/ R & T agent, stating the new address which has to be incorporated in the records. The application has to be accompanied with self attested copy of PAN Card and certified copies of any one of the following documents containing the new address –

- i. Ration Card
- ii. Electricity Bill
- iii. Telephone Bill

- iv. Passport
- v. Driving Licence
- vi. Voters Identity Card
- vii. Rent Receipt
- viii. 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.

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

**Ans:** If you are an individual and holding shares in physical form, please make an application to the Company, duly signed by you, in the form as given in **Annexure B** duly notarized on a Rs. 100/- Stamp Paper, along with the following documents –

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

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

In case you are an individual or a corporate, you need to submit your request for change of signature to your depository participant, along with the necessary documents as may be required by your depository participant.

Please 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.

**8. I have dividend warrants which have remain un-encashed. The validity period of these warrants have expired. I want to encash these warrants. How can I do it?**

**Ans:** In case you have any of the dividend warrants which have remained un-encashed for any reason and the validity period of these warrants have expired, you will need to submit these warrants to the Company/ R & T Agent for revalidation, along with an application on plain paper for revalidation, duly signed by all the registered holders. On submission of these warrants to the Company/ R & T Agent, you will be issued a Demand Draft in exchange of these warrants.

**9. I have lost/not received the dividend warrants issued by KOEL. How can I get warrants now?**

**Ans:** In case you have lost/not received any of the dividend/ warrants, please make an application to the Company/ R & T Agent on plain paper, duly signed by you, mentioning the fact of the lost warrants and with a request for issue of duplicate warrants. The application must be accompanied by a Letter of Undertaking as per format given in **Annexure C**. Please note that you will be issued a fresh Demand Draft in exchange of the warrant lost/misplaced, on verifying the status of the warrants.

**10. I want to register a new ECS Mandate/change existing ECS Mandate OR I want to register a new bank mandate/change existing bank mandate. What is the procedure for the same?**

**Ans:** If you are holding shares in physical form, you can add a new ECS Mandate or change an existing ECS Mandate already registered with the Company by making an application to the Company/ R & T Agent. The format of the application form is given in **Annexure D**. The form should be signed by all the registered holders and should contain all the relevant bank account details accurately. For accurate entry of your bank account details in our records, please attach a photocopy of a blank cheque issued by your bank, in respect of the account you wish to make a mandate for. In case you are not able to give a photocopy of the cheque, please get the details of the bank account duly attested by your banker. Please read the instructions given on the form carefully before filling and sending the application form.

If you are holding shares in physical form and you do not want to register an ECS Mandate, but only want to register a bank mandate or change an existing, all you need to do is to send an application to the Company/Registrars with details of the bank account number, bank name, branch and detailed address of the branch. The application should be signed by all the registered holders. For accurate entry of your bank account details in our records, please attach a photocopy of a blank cheque issued by your bank, in respect of the account you wish to make a mandate for. In case you are not able to give a photocopy of the cheque, please get the details of the bank account duly attested by your banker.

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

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

**Ans:** In case you want to nominate any person as a nominee for the shares held by you in the Company, please make an application in the prescribed form given in [Annexure E1](#) and [Annexure E2](#), 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.

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

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

In case you want to delete the name of the joint holder(s), other than in case of his/her death, you will need to follow the procedure for transfer of shares in physical form, with the names of existing joint holders as transferors and the names of the proposed holders as the transferees. All the applicable formalities for transfer of shares mentioned in point no. 1 will have to be complied in this case.

**13. 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?**

**Ans:** 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 mentioned in point no. 1 will have to be complied in this case.



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

**Ans:** 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 mentioned in point no. 1 will have to be complied in this case.

**15. 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?**

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

**16. 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?**

**Ans:** If you want to dematerialize the shares held by you in physical form, and transfer them to your demat account, you will have to follow the following procedure –

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

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

**Ans:** The procedure for conversion of shares held in demat form to physical form is called rematerialization. For this purpose, you will have to submit a Remat Request Form (RRF) to your Depository Participant (DP) along with the relevant documents, which may be required by the DP. The RRF will be sent by the DP to our Registrars, who will process the application and issue share certificates, in case the application form is in order. This process takes a maximum of 30 days from the date of receipt of the RRF by our Registrars.

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

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

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

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

**19. 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?**

**Ans:** 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 with 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. On filing an FIR, the stop transfer will be for a temporary period of 21 days. If you want to stop transfer permanently, a court order/injunction will be needed to be submitted.

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.

**20. What was the ratio for allotment of equity shares by the Company as per Scheme of Arrangement?**

Hon'ble High Court of Judicature at Bombay vide its order dated 31 July 2009 read with its order dated 19 March 2010 has approved the Scheme of Arrangement between Kirloskar Oil Engines Limited (now known as Kirloskar Industries Limited – Demerged Company) and Kirloskar Engines India Limited (now known as Kirloskar Oil Engines Limited – Resulting Company) and their respective shareholders and creditors. The Scheme has become effective from 31 March 2010.

The Engines and Auto Components business of Demerged Company was transferred and vested with the Company i.e. Kirloskar Oil Engines Limited on becoming effective of the Scheme of Arrangement.

The ratio as per said Scheme of Arrangement was:

Every shareholder of the Demerged Company holding 20 (Twenty) equity shares of Rs. 2/- (Rupees two only) each in the Demerged Company as on the Record Date (22 April 2010 was fixed) will be:

1. issued 15 (Fifteen) Equity Shares in Resulting Company of Rs.2/- (Rupees two only) each credited as fully paid up; and
2. issued 1 (one) equity share of Rs.10/- (Rupees ten only) each of Demerged Company credited as fully paid up.

Accordingly, on 30 April 2010 the Company has issued and allotted 145,629,285 equity shares of Rs. 2/- each to the shareholders of Demerged Company who were holding equity shares as on 22 April 2011 i.e. Record Date.

**21. When were the equity shares, allotted as per Scheme of Arrangement, listed on the Stock Exchanges?**

The equity shares of the Company were permitted for listing and dealing on Bombay Stock Exchange Limited (BSE) and National Stock Exchange of India Limited (NSE) with effect from 24 December 2010. The scrip Code are as under:

1. BSE – 533293
2. NSE – KIRLOSENG

**22. What was the ratio for allotment of equity shares by the Company as per Composite Scheme of Arrangement in the year 2015?**

Hon'ble High Court of Judicature at Bombay vide its order dated 30 April 2015 had approved the Composite Scheme of Arrangement and Amalgamation between Kirloskar Brothers Investments Limited (KBIL - Transferor / Demerged Company), Kirloskar Oil Engines Limited (KOEL - Transferee Company) and Pneumatic Holdings Limited (PHL - Resulting Company) and its respective shareholders and creditors. The said Composite Scheme has become effective from 30 June 2015.

Pursuant to the scheme, new equity shares of both KOEL and PHL were allotted to shareholders of KBIL in the following ratio as per their shareholding as on record date i.e. 11 July 2015:

Every shareholder of KBIL holding:

- a) 1 equity share of Rs. 10/- each will be issued 1 equity share of PHL of Rs. 10/-.
- b) 5 equity shares of Rs. 10/- each will be issued 76 equity shares of KOEL of Rs. 2/-.

**FORMAT OF INDEMNITY BOND FOR ISSUE OF DUPLICATE SHARES**

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

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

**WHEREAS**

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

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

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

**NOW THEREFORE :**

I/We, (name of the shareholder(s) aged \_\_\_ years, residing at (address of the shareholder/s) approach the Company to please issue duplicate share certificate(s) in lieu of the original shares covered under Folio No. \_\_\_\_\_ and bearing Certificate No(s). \_\_\_\_\_ held by me/us.

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

Upon the Company, having agreed to issued duplicate share certificates for the aforesaid shares, I/We the undersigned applicant(s) hereunder for myself/ourselves, my/our heirs, executors, administrators and assigns do hereby jointly and severally covenant with the

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

IN WITNESS WHEREOF I/We, the applicant(s) herein has/have signed and set my/our hands on this \_\_\_\_ day of \_\_\_\_\_ 2014.

Name and address of the Shareholder(s)	Signature of the Shareholder(s)
1.	
2.	
3.	

Name and address of Witness	Signature of the Witness
1.	
2.	

Place ;

Date :

**SURETY**

We, (name of the surety No.1) aged \_\_\_ years, residing at (residential address of Surety No.1) and having business address at (official address of Surety No.1), having PAN No. \_\_\_\_\_ and  
(name of the surety No.2) aged \_\_\_ years, residing at (residential address of Surety No.2) and having business address at (official address of Surety No.2), having PAN No, \_\_\_\_\_

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

Place :

Date:

Name and Address of the Surety

Signature of the Surety

- 1.
- 2.

Name and Address of the Witness

Signature of the Witness

- 1.
- 2.

**NOTES:**

1. Indemnity Bond should be on Non-judicial stamp paper of Rs.500/-.
2. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
3. Indemnity Bond should be witnessed by two persons.
4. Two sureties are required to be furnished
5. Witness and Surety have to be different individuals.
6. Each Surety has to attach attested copy of his PAN Card and Form 16 of the latest financial year and attested copy of his proof of address viz. Ration Card, Driving Licence, Passport, Electricity Bill, Telephone Bill, etc.
7. Indemnity Bond and Surety Page should be attested by Notary

**FORMAT OF AFFIDAVIT FOR VERIFYING THE LOSS OF SHARE  
CERTIFICATES FOR ISSUING DUPLICATE SHARES**

*(Please type this Affidavit after carefully reading the notes mentioned below the format)*

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**AFFIDAVIT**

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

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

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



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

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

Solemnly affirmed at \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_ 2014)

(Signature of the Applicant/s)  
Deponent

Identified by me

Before Me

Advocate

Notary

NOTES:

1. Affidavit should be on Non-judicial stamp paper of Rs.100/-.
2. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
3. Affidavit should be attested by Notary.

**NOTICE**

Notice is hereby given that the share certificate(s) for \_\_\_\_ equity shares of Kirloskar Oil Engines Limited under Folio no. \_\_\_\_\_ standing in the name of \_\_\_\_\_ J/w \_\_\_\_\_ have been lost or misplaced and undersigned have applied to the Company to issue duplicate share certificate(s) for said shares. Any person(s) who have claim in respect of the aforesaid shares should lodge claim for the same with the Company at its Registered Office: Laxmanrao Kirloskar Road, Khadki, Pune – 411003, within 15 days from the date of this notice, else the Company will proceed to issue duplicate share certificate(s).

Sd/-

Name of Shareholder: \_\_\_\_\_

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

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

**FORMAT OF AFFIDAVIT/DECLARATION FOR CHANGE OF SIGNATURE**

*(Please type this Affidavit after carefully reading the notes mentioned below the format)*

**AFFIDAVIT**

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

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

<u>Folio No.</u>	<u>Certificate Nos.</u>	<u>Distinctive Nos.</u>	<u>Shares covered in each certificate</u>
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The abovementioned shares have been acquired by me out of my own investments/funds against (allotment in Public Issue/ Right Issue/Bonus issue) or from the market in the year \_\_\_\_\_).

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

OR

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

10. That I have changed my signature.

OR

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

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

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

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

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

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

Solemnly affirmed at \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_ )      (Signature of the Applicant)  
Deponent

Identified by me

Before Me

Advocate

S.E.M./ Oaths Commissioner/Notary

NOTES:

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

**FORMAT OF LETTER OF UNDERTAKING FOR ISSUE OF DUPLICATE  
DIVIDEND**

*(Please type this letter after carefully reading the notes mentioned below the format)*

To,  
The Company Secretary/Board of Directors,  
(Name of the Company )  
Address of the Company

Dear Sir(s),

Sub: Issue of Duplicate Dividend Warrant

I, (name of the applicant(s) aged \_\_ years, residing at (address of the applicant), hold \_\_\_\_\_ equity shares of (name of the Company) of Rs. \_\_ each, of the following description;

<u>Folio No.</u>	<u>Certificate</u>	<u>Distinctive Nos.</u>	<u>No of Shares</u>
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For my above holding, the dividend warrant(s) of the following description were issued by the Company.

<u>Year</u>	<u>Dividend Warrant No.</u>	<u>Amount in Rs.</u>
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I have lost/misplaced the abovementioned dividend warrant(s). I confirm that I have not encashed the said dividend warrant(s).

I request the Company to please issue duplicate dividend warrant(s) in lieu of the original dividend warrant(s) for the abovementioned financial year(s) for the shares covered under Folio No. \_\_\_\_\_ and bearing Certificate No(s). \_\_\_\_\_. In consideration of the Company having agreed to issued duplicate dividend warrant(s) in my name, I am executing a bond in favour of the Company.

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

I undertake to surrender the said original dividend warrant(s) to the company for cancellation, if and when the same is/are found at a later date.

Yours truly,

(Signature of the Applicant(s))

Name of the Applicant:

Address of the Applicant:

Name and address of Witness

Signature of the Witness

1.

2.

Place ;

Date :

NOTES:

1. Letter should be on Non-judicial stamp paper of Rs.500/- if the dividend amount is above Rs.2,500/-.
2. Letter should be witnessed by two persons.
3. When the letter is furnished on NJS, the same should be duly attested by Notary.

**Mandate Form for receiving payments through Electronic Payment modes  
(NECS/NEFT/RTGS)**

To, Link Intime India Pvt. Ltd. Block No. 202, 2nd Floor, Akshay Complex, Near Ganesh Temple, Off. Dhole Patil Road, Pune – 411001	
<b>Unit :</b>	Series/ISIN:

Dear Sir, <b>Sub.:- Payment of Dividend / Interest through NECS / NEFT / RTGS</b>			
I/We hereby give my/our mandate to credit my/our Dividend/Interest on the Shares/NCDs/Bonds held by me/us under the Folio mentioned directly to my/our Bank Account through the National Electronic Clearing System NECS/NEFT/RTGS.			
The Details of the Bank Account are given below.			
Name of First/Sole shareholder / bond holder [IN BLOCK LETTERS]			
<b>Folio No.</b>			
Name of the Bank in Full			
Branch Name			
Address & Telephone No. of the Bank			
9 Digit <b>MICR Code</b> and <b>IFSC Code</b> as appearing on the Cheque leaf.	MICR Code:	IFSC Code:	
Type of Account with Code (Pl. tick)	Saving Bank:	Current:	Cash Credit:
Bank A/C No. as appearing on the Cheque leaf.			
Bank Ledger No./Bank Ledger Folio No. <b>if any</b> appearing on the Cheque Book			
PAN / GIR No.			
Address & Email id of Investor			
I/We <b>enclose a blank cancelled Cheque</b> to enable verification of the details.			

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed because of incomplete or incorrect information, I/We would not hold the Company/the RTA responsible. I/We undertake to inform any subsequent changes in the above particulars before the relevant Book closure /Record Date(s). I/We understand that, the above details shall be maintained by you till I/We hold the shares /bonds in physical mode under the captioned Folio No.

**Place :**

**Date :**

**Signature of Sole/First Holder**

## 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

The Company Secretary  
Kirloskar Oil Engines Limited  
Laxmanrao Kirloskar Road,  
Khadki, Pune – 411003

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 (in respect of which nomination is being made)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.

2. PARTICULARS OF NOMINEE/S —

(a) Name:

(b) Date of Birth:

(c) Father's/Mother's/Spouse's name:

(d) Occupation:

(e) Nationality:

(f) Address:

(g) E-mail id:

(h) Relationship with the security holder:



3. IN CASE NOMINEE IS A MINOR—

- (a) Date of birth:
- (b) Date of attaining majority:
- (c) Name of guardian:
- (d) Address of guardian:

4. PARTICULARS OF NOMINEE IN CASE MINOR NOMINEE DIES BEFORE ATTAINING AGE OF MAJORITY.

- (a) Name:
- (b) Date of Birth:
- (c) Father's/Mother's/Spouse's name:
- (d) Occupation:
- (e) Nationality:
- (f) Address:
- (g) E-mail id:
- (h) Relationship with the security holder:
- (i) Relationship with the minor nominee

Name and address of the Security Holder(s)      Signature of the Security Holder(s)

- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

Name and address of the Nominee(s)

Signature of the Nominee(s)

1.

1.

2.

2.

3.

3.

Name and address of Witness

Signature of the Witness

1.

1.

2.

2.

Place;

Date:

## 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  
The Company Secretary  
Kirloskar Oil Engines Limited  
Laxmanrao Kirloskar Road,  
Khadki, Pune – 411003

I/We hereby cancel the nomination(s) made by me/us in favour of ..... (name and address of the nominee) in respect of the below mentioned securities.

Or

I/We 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.

2. (a) PARTICULARS OF 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 THE NEW NOMINEE IS A MINOR—

- (i) Date of birth:
- (ii) Date of attaining majority:
- (iii) Name of guardian:
- (iv) Address of guardian:

3. PARTICULARS OF NOMINEE IN CASE MINOR NOMINEE DIES BEFORE ATTAINING AGE OF MAJORITY.

- (a) Name:
- (b) Date of Birth:
- (c) Father's/Mother's/Spouse's name:
- (d) Occupation:
- (e) Nationality:
- (f) Address:
- (g) E-mail id:
- (h) Relationship with the security holder:
- (i) Relationship with the minor nominee:

Name and address of the Security Holder(s)      Signature of the Security Holder(s)

- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |



# **KIRLOSKAR OIL ENGINES LIMITED**

**Registrar and Transfer Agent (R & T Agent)**

**Link Intime India Private Limited**

Akshay Complex, Block No. 202,  
2<sup>nd</sup> Floor, Off Dhole Patil Road,  
Near Ganesh Temple,  
Pune (Maharashtra) – 411 001

**Phone Nos.-**

(020) 26161629 / 26160084

**Fax No.-**

(020) 26163503

**E-mail-**

[pune@linkintime.co.in](mailto:pune@linkintime.co.in)