

INDEX OF FAQs

Serial No.	FAQ	Page No.
1	Transfer of Shares held in physical format	2
2	Transmission of shares on account of death of shareholder	3
3	Duplicate Share Certificates in lieu of Lost/misplaced share certificates and direct credit in demat account	4
4	Duplicate Share Certificates in lieu of torn/mutilated/destroyed share certificates	5
5	Change in name of shareholder/jointholder on Share Certificates	5
6	Change of address in records of Company and R&T agent	6
7	Change in signature of shareholder/jointholder as registered in records	6
8	Revalidation of expired un-encashed dividend warrants	7
9	Lost/non-receipt of dividend warrants	7
10	Registration of new ECS mandate/change in existing mandate/registration of new bank mandate/change in existing bank mandate	7
11	Registration of nomination of shares held	8
12	Deletion of name of one or more jointholder on account of death or any other reason for shares held jointly	8
13	Addition of one or more person as joint holder for shares held in single name	8
14	Change in order of existing joint holders making the existing holder as first holder	9
15	Consolidation of shares held in more than one folio into one folio	9
16	Dematerialisation of shares held in physical form and transfer of same in demat account	9
17	Rematerialisation of shares held in demat form into physical share certificates	10
18	Registration of a Power of attorney or revocation of that registered earlier	10
19	Stop transfer sent earlier for registration fraudulently because of loss of share certificates.	10
20	How to Claim refund of Unclaimed Dividend, Shares, fractional sales proceeds from Investors Education and Protection Fund (IEPF)	11
21	What was the ratio for allotment of equity shares by the Company as per Scheme of Arrangement?	11
22	When were the equity shares, allotted as per Scheme of Arrangement, listed on the Stock Exchanges?	12
23	What was the ratio for allotment of equity shares by the Company as per Composite Scheme of Arrangement in the year 2015?	12

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 transferee as well as transferor shall furnish self - attested PAN copy for registration of transfer of shares.
- iii. 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.
- iv. 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. (Signature mismatch documentation will be subject to guidelines given under schedule VII of SEBI (LODR), 2015 including amendment thereunder).
- v. 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.

- vi. 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.
- vii. 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 in physical form have expired. I want to get the physical 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. original or copy of death certificate duly attested by a notary public or by a gazetted officer;
 - c. Share certificates properly attached.
 - d. Probate of the will or Succession certificate or Letter of Administration (In case market value of shares to be transmitted is less than Rs. 2,00,000/- as on

- the date of execution of transmission request and submission of the same to the Company or R&T Agent, necessary indemnity bond and affidavit made on appropriate non judicial stamp paper) **as per formats given in Annexure A.**
- 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 alongwith following documents:
- a. duly signed transmission request form by the nominee;
 - b. original or copy of death certificate duly attested by a notary public or by a gazetted officer;
 - c. self - attested copy of PAN card of the nominee.
- 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 physical 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) as per format given in **Annexure B**
- ii. Indemnity Bond, as per format given in **Annexure B**
- iii. Surety, as per format given in **Annexure B**
- iv. An affidavit, as per format given in **Annexure B**
- v. Original cutting of public notice (as per format given in **Annexure B**) 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)

- vi. 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)

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. Self – attested copy of PAN of new name
- iv. 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. Adhaar Card
- ii. Electricity Bill
- iii. Telephone Bill
- iv. Passport
- v. Driving Licence
- vi. Voters Identity Card

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 C** 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 alongwith the bank account details as mentioned under point no. 10. On submission of these warrants to the Company/ R & T Agent, the dividend amount will be directly credited to your bank account provided by you.

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 cancelled cheque and Letter of Undertaking as per format given in [Annexure D](#). Please note that the dividend will be credited to your bank account registered by you with us, on verifying the status of the warrants.

10. I want to register a new NECS Mandate/change existing NECS Mandate. What is the procedure for the same?

Ans: If you are holding shares in physical form, you can add a new NECS Mandate or change an existing NECS 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 E](#). 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 cancelled 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.

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 F1** and **Annexure F2**, 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 surrender the DRF and the shares to the company with a covering letter requesting the company to confirm the demat. After verifying the documents received from the DP, the company will confirm the demat to the Depository.

- v. 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 dematerialized shares. The DP will then hold the shares in the dematerialized form on your behalf and you become the beneficial owner of these dematerialized shares.

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 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. How to claim the shares, unclaimed dividend, fractional sales proceeds which are transferred to the Investors Education and Protection Fund (IEPF) authority?

- i. Download the form IEPF-5 from the website of IEPF (<http://www.iepf.gov.in>) for filing the claim for refund. Read the instructions provided on the website/instruction kit along with the e-form carefully before filling the form.
- ii. After filling the form save it on your computer and submit the duly filled form by following the instructions given in the upload link on the website. On successful uploading an acknowledgement will be generated indicating the SRN. Please note the SRN for future tracking of the form.
- iii. Take a printout of the duly filled IEPF-5 and the acknowledgement issued after uploading the form.
- iv. Submit indemnity bond in original, copy of acknowledgement and self-attested copy of e-form along with the other documents as mentioned in the Form IEPF-5 to Nodal Officer (IEPF) of the company at its registered office in an envelope marked "Claim for refund from IEPF Authority".
- v. Claim forms completed in all aspects will be verified by the concerned company and on the basis of company's verification report, refund will be released by the IEPF Authority in favor of claimants' Aadhaar linked bank account through electronic transfer.

21. 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.

22. 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

23. 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/-.

Annexure A

FORMAT OF TRANSMISSION APPLICATION

(Please fill this application carefully after reading the notes mentioned below the application so that rejection of the application can be avoided)

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

Dear Sir,

I/We, (name of the applicant), residing at (address of each applicant) am/are applying for transmission of the shares of (name of the deceased). The name of the deceased expired on (date of expiry) at (place of death). The deceased was holding ___ shares of the following description

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

I/We am/are the (Nominee / Legal heirs / Executor of the Will of the deceased/ Administrators of the Estate of the deceased / Successors to the Estate of the deceased). The following are legal heirs of the deceased:

<u>Sr. No.</u>	<u>Name & Address</u>	<u>Age</u>	<u>Relation with the deceased</u>
----------------	---------------------------	------------	-----------------------------------

of the legal Heir

1.

2.

3.

The Hon'ble Court has granted me/us Probate of the Will / Letters of Administration / Succession Certificate on the (date of the order).

OR

In the absence of probate of the will / letters of administration / succession certificate, I/we are furnishing indemnity bond and affidavit thereof for transmission.

My/Our specimen signature(s) is/are as below:

[Signature of the Applicant(s)]

I/We hereby submit the following documents to support my/our claim for transmission of the shares held by the deceased:

1. Original Share Certificates for the entire holding

2. Death certificate of the deceased in original
or
Duly attested copy of the Death Certificate of the deceased.
3. Court certified copy of the Probate of the Will
or
Court certified copy of the Letters of Administration
or
Court certified copy of the Succession Certificate
4. Indemnity Bond duly attested on Non-Judicial Stamp Paper (NJS) of Rs.500/-
5. Affidavit on NJS of Rs.100/- duly affirmed by Notary Public
6. No Objection Certificate from other legal heirs individually for transmitting the shares in my/our name
7. Proof of my/our identification
8. Attestation of my/our signature
9. My/Our passport size photograph with my/our signature on the reverse

I/We hereby request you to transmit the shares covered under Folio No. _____ standing in the name of the deceased in my/our name and enter my/our name(s) in the Register of Members of the Company.

Date : _____ Signature of the Applicant(s)

- 1.
- 2.
- 3.

Name and address of the witness _____ Signature of the witness

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

NOTES:

1. The Application should be typed.
2. Shares can be transmitted to the maximum of three legal heirs only.
3. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
4. If the applicant is/are illiterate, his/her/their thumb impression must be attested by a Magistrate or Notary Public under the seal of his office.
5. The Applicants should fill this form in the order in which their names should appear in the certificate.
6. The Death Certificate of the deceased shareholder, if not annexed in original should be duly attested either by S.E.M or S.E.O. or any Gazetted Officer
7. N.O.C. should be in affidavit or declaration form duly affirmed by the Notary Public. N.O.C. should be given by each legal heir individually.
8. Proof of identification and Signature attestation has to be provided for each applicant separately.

9. Please furnish a passport size photograph of yours duly signed by you on the reverse and copy of any two of the following, duly attested by S.E.M or Notary Public – Ration Card, Election Card, PAN Card, Driving Licence, Passport, Electricity Bill, Telephone Bill, etc. as the proof of identification of yours.
10. Please furnish us with a letter from the Bank Manager of the bank where you have an account, identifying you and verifying your signature alongwith your account details for signature attestation.
11. Please do not furnish mere Xerox copies of the documents requested.
12. Please annex all the documents required alongwith this application itself to avoid delay in transmission process.

FORMAT OF INDEMNITY BOND FOR TRANSMISSION OF SHARES WITHOUT
PRODUCING PROBATE / SUCCESSION CERTIFICATE / LETTERS OF
ADMINISTRATION

(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

(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). _____ of (name of the company) having its registered office at (address of the company) are standing in the name of Late Shri./Smt. (name of the deceased) in the Register of Members of the (name of the company). The deceased was holding ___ shares of the following description

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

WHEREAS:

Shri./Smt. (name of the deceased) expired on (date of death) leaving behind him/her the following heirs :

<u>Sr. No.</u>	<u>Name & Address</u>	<u>Age</u>	<u>Relation with the deceased</u>
	<u>Of the legal heir</u>		

- 1.
- 2.
- 3.

AND WHEREAS :

The abovementioned shares were the separate and self acquired property of the deceased. According to the law of Intestate Succession applicable to him/her by which he/she was governed at the time of his/her death, the person(s) mentioned hereinabove is/are the only heir(s) of the deceased. He/She/They is/are entitled to inherit solely/jointly the aforesaid shares covered under Folio No. _____ held by the deceased.

NOW THEREFORE :

I/We, (name of the applicant(s) aged ___ years, residing at (address of the applicant/s) approach the Company to transmit the shares covered under Folio No. _____ and bearing Certificate No(s). _____ held by the deceased in my/our behalf and enter my/our name(s) in the Register of Members of the Company without production of Probate of the Will / Letters of Administration or Succession Certificate from the Court of competent jurisdiction. In consideration of the Company having agreed to transmit and register the aforesaid shares in my/our name on my/our executing a bond in favour of the Company.

Upon the Company transmitting and registering the shares held by the deceased, 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 _____ 2017.

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

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

Place ;

Date :

Identified by me
Advocate

Before Me
Notary

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 Witness	Signature of the Witness
1.	1.
2.	2.
Name and Address of the Surety	Signature of the Surety
1.	1.
2.	2.

Identified by me

Before Me

Advocate

Notary

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. It should be executed by the person who is applying for transmission.
4. Maximum of only three legal heirs can apply for transmission.
5. Indemnity Bond should be witnessed by two persons.
6. Two sureties other than family members are required to be furnished
7. Witness and Surety have to be different individuals.
8. 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.
9. Indemnity Bond and Surety page should be attested by Notary
10. Self attested copy of PAN and address proof witnesses provided

**FORMAT OF AFFIDAVIT FOR TRANSMISSION OF SECURITIES HELD IN SINGLE NAME WITHOUT A NOMINEE –AS PER SCHEDULE VII OF SEBI (LODR) REGULATIONS, 2015
(Please type this Affidavit after carefully reading the notes mentioned below the format)**

AFFIDAVIT

I, _____, son/daughter/spouse of _____ aged ____, an Indian Inhabitant / NRI presently residing at _____, do hereby solemnly affirm and declare as under:

1. That Shri/Smt. (name of the deceased) _____, the deceased, was holding _____ equity shares / debentures in (the name of the company) of the face value of Rs.____/- each, the details of which are as below:

<u>Folio No.</u>	<u>Certificate Nos.</u>	<u>Distinctive Nos.</u>	<u>No. of Shares / Debentures in certificate</u>
------------------	-------------------------	-------------------------	--------------------------------------------------

2. Shri./Smt. (name of the deceased) expired intestate on (date of death) at (place of death) leaving behind him/her the following legal heirs :

<u>Sr.</u>	<u>Name of the heir deceased</u>	<u>Age</u>	<u>Relation with the deceased</u>
------------	----------------------------------	------------	-----------------------------------

- 1.
- 2.
- 3.

3. The abovementioned shares / debentures were separate and self acquired property of the deceased. According to the law of Intestate Succession applicable to him/her by which he/she was governed at the time of his/her death, the person(s) mentioned hereinabove is/are the only heir(s) of the deceased. They are entitled to inherit solely/jointly the aforesaid shares / debentures covered under Folio Nos. _____ - _____ held by the deceased.

4. That the Late Shri/Smt. (name of the deceased) has left no other heir than these in paragraph 2 above and the person(s) mentioned therein is/are only his/her legal heir(s).

5. The Hon'ble Court has granted me/us Probate of the Will / Letters of Administration / Succession Certificate / Court Order on the (date of the order)

OR

In the absence of probate of the will / letters of administration / succession certificate, I/we are furnishing indemnity bond and affidavit thereof for transmission.

6. I therefore request the (Name of the Company) to transmit the above shares / debentures in my / our name.

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

VERIFICATION

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

Solemnly affirmed at _____)

On this ____ day of _____ 2017) (Signature of the Applicant/s)
Deponent

Identified by me

Before Me

Advocate

S.E.O. / Oaths Commissioner/Notary

NOTES:

- 1. Affidavit should be on Non-judicial stamp paper of Rs. 100/-, or duly Franked and duly attested and affirmed by Notary.***
- 2. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.***
- 3. It should be executed by the Applicant(s).***
- 4. Maximum of only three legal heirs can apply for transmission.***

FORMAT OF NO OBJECTION CERTIFICATE FROM OTHER LEGAL HEIR IN TRANSMISSION THE SHARES IN THE NAME OF THE APPLICANT

(This Declaration is to be executed on Non- Judicial Stamp Paper of Rs.100/- and should be duly attested Notary. This Declaration has to be executed by each legal heir separately)

DECLARATION

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

1. That _____, the deceased, was holding _____ shares in (the name of the company) covered under Folio No. _____ and Share Certificate No(s). _____, bearing Distinctive Nos. _____ to _____.
2. That (name of the shareholder), the deceased expired on _____.
3. That I am a legal heir of the said deceased. I am the (in what relation) of the deceased.
4. I do not desire to make any claim of title of the said securities held by the deceased. I hereby agree to renounce all my rights existing as well as they may accrue to me in future in respect of the aforesaid securities.
5. I declare that I have no objection whatsoever in transmitting the said securities in the name of the applicant, _____.

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 _____ 2017)
heir)

(Signature of the Legal

Deponent

Identified by me

Before Me

Advocate

Notary

Application for Issue of Duplicate Share Certificate

Date:-

To,

Link Intime India Pvt Ltd

Unit :- (company name)

Block No. 202 2nd Floor Akashy Complex

Near Ganesh Temple off Dhole Patil Road

Pune- 411001

Dear Sir,

I/We, (**Name & Address of Share Holder**) the undersigned apply for issue of duplicate share certificate(s) held by me/us in folio no.-----.

<i>Folio No.</i>	<i>Share Certificate Nos.</i>	<i>Distinctive Nos.</i>	<i>No of Shares</i>	<i>Face Value</i>

The following documents are submitted in support my/our claim for issue of duplicate share certificate(s) to us:

- 1) FIR/Acknowledgement copy of the Police complaint, in Original.
- 2) Indemnity Bond on a Non Judicial Stamp Paper of Rs.500/- duly attested.
- 3) Affidavit Rs.100/- Non Judicial Stamp Paper duly affirmed by Notary Public.
- 4) Proof of Identification, including that of Joint Shareholder(s), duly attested by SEM/SEO/Notary Public.
- 5) Banker Signature Attestation including that of Joint Shareholder(s).

Kindly let us know the further course of action from my/our end and issue the duplicate share certificate(s) to us at the earliest.

Thanking you,

Yours faithfully,

<i>Sr. No.</i>	<i>Name of the Shareholder(s)</i>	<i>Signature of the Shareholder(s)</i>
1)		
2)		

Encl.:-a/a

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>
------------------	-------------------------	-------------------------	-------------------------------------------

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 _____ 2017.

Name and address of the Shareholder(s)
Shareholder(s)

- 1.
- 2.
- 3.

Name and address of Witness

- 1.
- 2.

Identified by me

Signature of the

Signature of the Witness

Before Me

Advocate

Notary

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.

Identified by me
Advocate

**Before Me
Notary**

NOTES:

- 11. Indemnity Bond should be on Non-judicial stamp paper of Rs.500/-.**
- 12. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.**
- 13. Indemnity Bond should be witnessed by two persons.**
- 14. Two sureties other than family members are required to be furnished**
- 15. Witness and Surety have to be different individuals.**
- 16. 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.**
- 17. Indemnity Bond and Surety Page should be attested by Notary**
- 18. Provide self attested copy of PAN and address proof for witnesses**

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)

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>
------------------	-------------------------	-------------------------	-------------------------------------------

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 ____ 2017)

(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 the 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 the Shareholder: _____

Date: _____

Place: _____

Annexure C

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>
------------------	-------------------------	-------------------------	-------------------------------------------

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

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.*

Confirmation of Signature of Shareholder / Debenture holder/ Bond Holder by their Bank.
(Bank official to put Bank's Official Rubber Stamp giving full Address of the Bank and the Employee Code number of the official signing this form.)

- 1. Name of the Bank :

- 2. Full Address of the Bank :

- 3. STD Code/Telephone No :

- 4. Type of Account : **Current / SB / HUF / O/D / Others**

- 5. Name of Account Holder[s]:
 - 1)
 - 2)
 - 3)

6. Address of Account Holder[s] as recorded with the Bank

7. Account Number : _____

- 8. Signature of the Holder/s
 - 1) _____
 - _____ 2) _____
 - _____ 3) _____

Place:

Date:

Signature Verified as recorded with the Bank
(Sign) _____

Bank Manager :
Emp Code :

Rubber Stamp of the Bank
Code No.
Address:

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>
------------------	--------------------	-------------------------	---------------------

For my above holding, the dividend warrant(s) of the following description were issued by the Company.

<u>Year</u> <u>Rs.</u>	<u>Dividend Warrant No.</u>	<u>MICR No.</u>	<u>Amount in</u>
---------------------------	-----------------------------	-----------------	------------------

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.200/- 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.

Annexure E

**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

Unit :	Series/ISIN:
---------------	---------------------

Dear Sir,
Sub.:- Payment of Dividend / Interest through NECS / NEFT / RTGS

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]			
Folio No.			
Name of the Bank in Full			
Branch Name			
Address & Telephone No. of the Bank			
9 Digit MICR Code and IFSC Code 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. if any appearing on the Cheque Book			
PAN / GIR No.			
Address & Email id of Investor			

I/We enclose a blank cancelled Cheque 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 of 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

Annexure F1

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, (Name of the Company) _____ (Address of the Company) _____ Pin code _____					
I/ We _____ residing at _____ _____ the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following person 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.	
				From	To
2) Particulars of Nominee					
Name: _____		Date of Birth: ___/___/___			
Father's/ Mother's/ Spouse's name: _____		Occupation: _____		Nationality: _____	
E-mail id: _____					
Phone No : _____		Relationship with the security holder: _____			
Address: _____					<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> Please affix recent passport size photograph of the Nominee signed across </div>

Pin code _____					
3) In case Nominee is a Minor					
Date of birth: ___/___/___		Date of attaining Majority ___/___/___		Name of guardian: _____	
Address of guardian: _____					Pin code _____
Name of the Security Holder(s)			Signature		
1. _____					
2. _____					
3. _____					
Name of witness				Signature of Witness with date	
Address of witness: _____					

Pin code _____					
Place: _____			Date: ___/___/___		

Please fill this Nomination form in Duplicate after carefully reading the instruction given below:

1. The Nomination can be made by individual's only holdings shares singly or jointly. Non-individuals including Society, Trust, Body Corporate, Partnership firm, Karta of Hindu Undivided Family and Power of Attorney holder cannot nominate.
2. The nominee shall not be a Trust, Society, Body Corporate, Partnership firm, Karta of Hindu Undivided Family and power of attorney holder.
3. The shareholder [s] can nominate a minor as a nominee and in that event the name and address of the guardian shall be provided.
4. As per section 72 of Companies Act 2013, if the shares are held by more than one person jointly, then the joint holders may together nominate a person to whom all the rights in the shares of the Company shall vest, in the event of death of all the joint holders.
5. If the shares are held jointly, subsequent to the death of anyone of the holders, the shares would not be registered in favour of the nominee but would be transferred in the name of the surviving shareholders.
6. The nomination form filled in "**duplicate**" should be lodged with the Registrar and Share transfer Agent of the Company i.e. **M/s. LINK INTIME INDIA PVT LTD**, C-13 Pannalal Silk Mills Compound, L B S Marg, Bhandup West, Mumbai - 400078. The Registrar will return one copy of the nomination form to the shareholder after registering the nomination. The registration number allotted will be furnished in the said form.
7. The shareholder[s] can delete or change an earlier nomination by executing Form No. SH-14 (Cancellation or Variation of Nomination form)
8. Nomination stands cancelled whenever the shares in the given folio are transferred/dematerialized. Also in case of change in folio due to consolidation/ transmission a new nomination has to be filed.
9. The nomination made through Form No. SH-13 will be considered valid if the nomination made by the holder[s] of the shares is registered with the company before the death of the registered holder[s] of the shares.
10. Kindly note that the nomination being a legal document should be dated by the nominator and the witness should certify that the nominator has signed the form in their presence. Furthermore the date of execution on the Nomination Form should match with the date of witness, witnessing the document.
11. Affixing photograph of the Nominee is not mandatory and if affixed the nominee should sign across the photograph.

FOR OFFICE USE ONLY

Nomination Registration No.	Date of Registration	Signature of Employee with Code No.

Annexure F2

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]					
(Name of the Company) _____ (Address of the Company) _____ Pincode _____					
I/ We hereby _____ residing at _____ cancel the nomination(s) made by me/us in favor of _____ residing at _____ _____ in respect of the below mentioned securities.					
Or					
I/We hereby _____ residing at _____ _____ nominate the following person in place of _____ residing at _____ _____ 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.	
				From	To
2) (a) Particulars of Nominee/s					
Name: _____			Date of Birth: ___/___/___		
Father's/Mother's/ Spouse's name: _____			Nationality: _____		Phone No: _____
E-mail id: _____					
Relationship with the security holder: _____					
Address: _____					<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Please affix recent passport size photograph of the Nominee signed across </div> Signature of the Nominee
Pin code _____					
(b) In case New Nominee is a Minor					
Date of birth: ___/___/___		Date of attaining majority ___/___/___		Name of guardian: _____	
Address of guardian: _____					
Pin code _____					
Name of the Security Holder(s)	1.	2.	3.		
Signature of the Security Holder(s)	1.	2.	3.		
Name of witness				Signature of Witness with date	
Address of witness: _____					
Pin code _____					
Place: _____		Date: ___/___/___			

Please fill this Nomination form in Duplicate after carefully reading the instruction given below:

1. The Nomination made earlier can be cancelled and new nomination can made either singly or jointly. Non- individuals including Society, Trust, Body Corporate, Partnership firm, Karta of Hindu Undivided Family and Power of Attorney holder cannot nominate.
2. The nominee shall not be a Trust, Society, Body Corporate, Partnership firm, Karta of Hindu Undivided Family and power of attorney holder.
3. The shareholder[s] can nominate a minor as a nominee and in that event the name and address of the guardian shall be provided.
4. As per sub section (3) of section 72 of Companies Act 2013, if the shares are held by more than one person jointly, the joint holders may together nominate a person to whom all the rights in the securities of the Company shall vest, in the event of death of all the joint holders.
5. If the shares are held jointly, subsequent to the death of anyone of the holders, the shares would not be registered in favour of the nominee but would be transferred in the name of the surviving shareholders.
6. The nomination form filled in "duplicate" should be lodged with the Registrar and Share transfer Agent of the Company i.e. **M/s. LINK INTIME INDIA PVT LTD**, C-13 Pannalal Silk Mills Compound, L B S Marg, Bhandup West, Mumbai - 400078. The Registrar will return one copy of the nomination form to the shareholder after registering the nomination. The registration number allotted will be furnished in the said form.
7. The shareholder[s] can delete or change an earlier nomination by executing Form No. SH-14 (Cancellation or Variation of Nomination form)
8. Nomination stands cancelled whenever the shares in the given folio are transferred/ dematerialized. Also in case of change in folio due to consolidation/ transmission a new nomination has to be filed.
9. Kindly note that the nomination being a legal document the same should be dated by the nominator and the witness should certify that the nominator has signed the form in their presence. Furthermore the date of execution on the Nomination Form should match with the date of witness, witnessing the document.
10. Affixing photograph of New Nominee is not mandatory and if affixed the nominee should sign across the photograph.

FOR OFFICE USE ONLY

Nomination Registration No.	Date of Registration	Signature of Employee with Code No.

KIRLOSKAR OIL ENGINES LIMITED

Registrar and Transfer Agent (R & T Agent)

Link Intime India Private Limited

Akshay Complex, Block No. 202,
2nd 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