

CLAIMING SHARES DUE TO SUBDIVISION OF SHARES OF FACE VALUE OF RS. 100/- TO FACE VALUE OF RS. 10/- EACH

1. Request letter for subdivision of shares in **Form ISR- 4** duly signed by the all shareholders
2. Attach original share certificates of face value of Rs. 100/- each along with **Form ISR-4.**
3. KYC* documents of shareholder(s)

Note:-

- *** KYC Documents of claimant(s)/shareholder(s)**
 1. KYC request in ISR-1
 2. Signature Attestation by Bank in ISR-2
 3. Nomination registration in SH-13 or Opt out of Nomination in ISR-3
 4. Original cancelled cheque leaf or Copy of Bank Passbook certified by Bank
 5. Self-attested and dated PAN and Aadhar card copy
- Company/RTA will process the request and will issue Letter of Confirmation and send it through registered/speed post to the postal address of Shareholder or through e-mail with e-sign and /or Digital signature
- Shareholder shall submit Demat Request with Depository along with Original Letter of Confirmation within 120 days from the date of issuance of Letter of Confirmation.
- In case of non-receipt of Demat request from the securities holder/claimant within 120 days of the date of Letter of Confirmation, the shares will be credited to Suspense Escrow Demat Account of the Company.

Note: Furnishing of PAN, KYC details and Nomination is mandatory for holders of physical securities.