

### **Claiming Shares due to subdivision of shares**

- An application signed by Shareholder to claim shares after sub-division of Shares
- Attach original Share Certificates of face value of Rs.100/- along with application.
- In case of loss of share certificates, follow the procedure of issue of duplicate shares.
- Please provide document to update KYC along with above documents.
- If there is change in signature, please provide documents as per procedure for change in signature along with above documents.
- If there is change in address—follow procedure for change of Address.
- If there is change in name – follow procedure for change in name
- If there is change in bank details - follow procedure for change in Bank details
- E-mail the **duly filled, signed and dated** documents on RTA email id with cc to Company e-mail id.
- Courier the original documents to the address of Registrar and Transfer Agent.
- E-mail the courier slip as proof of dispatch to RTA email id with cc to Company e-mail id.
- Email id and Address of RTA and Company has been mentioned in **General Information Section.**