



SHAREHOLDERS' REFERENCER

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An Overview

- The Company has around 3.07 lakh shareholders as on March 31, 2022 (post PAN consolidation) holding its Equity Shares.
- The Company's Equity Shares are listed on BSE Limited (BSE) and National Stock Exchange of India Limited (NSE).

BSE SECURITY CODE : **533162**
NSE SYMBOL : **HATHWAY**

- 99.99% of the Company's Equity Share Capital is held in demat form, as on March 31, 2022.
- The Company's Registrar and Transfer Agent (RTA) for its share registry (both physical as well as electronic) is Link Intime India Private Limited (Link Intime /Company's RTA), having its office at C-101, 247 Park, LBS Marg, Vikhroli West, Mumbai - 400 083.

Investor Service and Grievance Handling Mechanism

- All investor service matters are being handled by Link Intime, one of the largest Registrar in the country which discharges investor service functions effectively, efficiently and expeditiously.
- The Company has prescribed service standards i.e. number of working days to respond to various investor related activities. These standards are reviewed periodically by the Company.

Service Standards set by the Company:

Sr. No.	Particulars	Service Standards (Number of working days)
1.	Transmissions	3
2.	Transpositions	3
3.	Deletion of Name	3
4.	Folio Consolidation	3
5.	Change of Name	3
6.	Demat	3
7.	Remat	3
8.	Issue of Duplicate Certificates	15
9.	Replacement of Certificates	3
10.	Certificate Consolidation	3
11.	Certificate Split	3
12.	Change of Address	2
13.	Bank Mandate/Details	2
14.	Nomination by security holders	2
15.	Recording Power(s) of Attorney of security holders	2

1. Dealing in Securities

1.1. What are the types of accounts required for dealing in securities in demat form?

A. Beneficial Owner Account (BO Account) / Demat Account:

An account opened with a Depository Participant (DP) in the name of the investor for holding and transacting in securities.

B. Trading Account:

An account opened by the stock broker / trading member in the name of the investor for trading in securities.

C. Bank Account:

An account opened with any bank in the name of the investor and linked to the Beneficial Owner Account/Demat Account for debiting or crediting money with respect to transactions in the securities market.

1.2. What is Delivery Instruction Slip (DIS) and what precautions one should observe with respect to DIS?

Delivery Instruction Slip (DIS) is issued by the Depository Participant (DP) and used by holder of securities to give instructions to DP to give delivery of securities from his/her/it's demat account to the demat account of the recipient of securities. DIS may be compared to a cheque book of a bank account. The following precautions are to be taken in respect of DIS:

- Ensure that DIS numbers are pre-printed and DP takes acknowledgment for the DIS booklet issued to the investor.
- Ensure that the account number [DP Id and Client Id] is pre-stamped or pre-printed.
- If the account is a joint account, all the joint holders have to sign the DIS. Instruction cannot be executed if all joint holders have not signed.
- Avoid using loose slips.
- Do not leave signed blank DIS with anyone viz., broker / sub-broker, DPs or any other person/entity.
- Keep the DIS book under lock and key when not in use.
- If only one entry is made in the DIS book, strike out the remaining space to prevent misuse.
- Personally fill in target account-id and all details in the DIS.
- If the DIS booklet is lost/stolen/not traceable, the same must be intimated to the DP, immediately, in writing. On receipt of such intimation, the DP will cancel the unused DIS of the said booklet.
- Do not issue / submit DIS without mentioning execution date.

1.3. What Is Online Trading in securities?

Online Trading in securities refers to the facility available to an investor for placing his/her/its own orders to trade in any securities using the online trading platform offered by the trading member viz., the broker. The orders so placed by the investor using online trading platform would be routed through the trading member.

1.4. What is SARAL account opening form?

Securities and Exchange Board of India (SEBI) vide its circular dated March 4, 2015 introduced SARAL account opening form for resident individuals trading in cash segment. Such individuals can open a Trading Account and Demat Account by filling up a simplified Account Opening Form termed as 'SARAL AOF'. This form is separately available with the

intermediaries (stock broker / trading member) and can also be downloaded from the stock exchanges' and Depositories' website. The individual investors who open such account through SARAL AOF will also have the option to obtain other facilities, whenever they require, on furnishing of additional information as per prescribed regulations/ circulars.

1.5. What precautions an online investor must take?

Investor trading online must take the following precautions:

- Default password provided by the stock broker / trading member must be changed before placing the order for the first time.
- The password should not be shared with others and password must be changed at periodic intervals.
- Obtain proper understanding of the manner in which the online trading software has to be operated.
- Get adequately trained before using the software.
- The online trading system has facility for order and trade confirmation after placing the orders.
- Sufficient amount of funds/number of securities should be available in the bank/demat account for honouring the order(s) placed.

1.6. What are the other safety measures an online client must observe?

- Avoid placing order(s) from shared PCs/through cybercafés.
- Log out after having finished trading to avoid misuse.
- Do not click "remember me" option while signing-in from shared PCs/through cyber cafés.
- Do not leave the terminal unattended while "signed-in" in the trading system.
- Protect your personal computer against viruses by placing a firewall and an anti-virus solution.
- Do not open e-mails from people you do not know.

1.7. What are the Do's and Don'ts while dealing in securities market?

Do's

- Transact only through recognized stock exchanges.
- Deal only through SEBI registered intermediaries.
- Complete all the required formalities of opening an account properly (client registration, client agreement forms, etc.).
- Ask for and sign "Know Your Client Agreement", copy of Rights & Obligations of stock broker, sub-broker and client for trading on exchanges (including additional rights & obligations in case of internet / wireless technology based trading), Rights and Obligations of Beneficial Owner and DP as prescribed by SEBI and Depositories, Uniform Risk Disclosure Documents (for all segments / exchanges), Guidance Note detailing Do's and Don'ts for trading on stock exchanges or any other document which has been executed between stock broker, sub-broker and client, voluntarily. (Read and properly understand the risks associated with investing in securities/derivatives before undertaking transactions.)
- Assess the risk-return profile of the investment as well as the liquidity and safety aspects before making your investment decision.
- Ask all relevant questions and clear your doubts with your stock broker before transacting.
- Invest based on sound reasoning after taking into account all publicly available information and fundamentals.
- Beware of false promises and note that there are no guaranteed returns on investments in the stock market.
- Give clear and unambiguous instructions to your stock broker/sub-broker/DP.
- Ensure that your correct mobile number and e-mail ID is entered by the broker/DP in the exchange/depository records.
- Be aware of your rights and responsibilities
- Be vigilant in your transactions.
- Insist on a contract note for your transaction.
- Verify all details in the contract note, immediately, on the receipt.
- Always settle dues through normal banking channels with the market

intermediaries.

- Crosscheck details of your trade with details as available on the exchange website.
- Scrutinise minutely, both, the transaction and the holding statement that you receive from your DP.
- Keep copies of all your investment documentation.
- Handle DIS Book issued by DPs carefully.
- DIS numbers shall be pre-printed and your account number (DP Id and Client id) be pre-stamped or pre-printed.
- In case you are not transacting frequently, make use of the freezing facilities provided for your demat account.
- Pay the margins required to be paid within the time prescribed.
- Pay the money in case of purchase within the time prescribed.
- Check SMS received for the transaction done in Trading Account since Exchanges send SMS of transactions to your registered mobile number.
- In case of complaints, approach the right authorities for redressal in a timely manner.
- Make sure your account is being settled by the broker as per the Running Account Authorisation as may be given by you at the time of opening of account or any subsequent change therein.

Don'ts

- Don't deal with unregistered intermediaries.
- Don't fall prey to promises of unrealistic returns.
- Don't invest on the basis of hearsay and rumours; verify before investing.
- Don't forget to take note of risks involved in the investment.
- Don't be misled by rumours circulating in the market.
- Don't blindly follow media reports on corporate developments, as some of these could be misleading.
- Don't follow the herd or play on momentum – it could turn against you.

- Don't be misled by so called hot tips.
- Don't try to time the market.
- Don't hesitate to approach the appropriate authorities for redressal of your doubts/grievances.
- Don't leave signed blank DIS of your demat account lying around carelessly or with anyone.
- Do not sign blank DIS and keep them with DP or broker to save time. Remember your carelessness can result in your loss.
- Do not provide any Power of Attorney to operate demat account to your broker unless it is as per the format prescribed by SEBI or any regulatory authority. Broker cannot add any clause in the Power of Attorney other than what is prescribed by SEBI or any other regulatory authority.

1.8 Is there any specific procedure for resolution of various service request of the investor? Which are the service requests of the investors are covered?

Yes. SEBI, vide various circulars has prescribed the specific procedure to be followed by the Company/Company's RTA for addressing following service requests of investors:-

- i. Issue of duplicate securities certificate;
- ii. Claim from Unclaimed Suspense Account;
- iii. Renewal / Exchange of securities certificate;
- iv. Endorsement;
- v. Sub-division / Splitting of securities certificate;
- vi. Consolidation of securities certificates/folios;
- vii. Transmission;
- viii. Transposition;

Pursuant to the SEBI circulars, Company shall issue the securities in dematerialized form only while processing the service request.

1.9 Is there any standard procedure for addressing the aforesaid service request(s) of investor?

The standard procedure for addressing the services request(s) of investor is enumerated below:-

The securities holder/claimant shall submit duly filled form ISR-4 along with relevant supporting documents to the Company/ Company's RTA. The said Form may be downloaded from the Company's website, www.hathway.com under the section "Investor

Relations”.

The Company’s RTA, on receipt of the valid documents and after due scrutiny, shall issue letter of confirmation to the shareholder in lieu of share certificate lodged for consolidation. The shareholder has to submit the letter of confirmation within 120 days from date of the letter of confirmation with his/her Depository Participant for demat of shares. If the Company’s RTA does not receive the demat request within 120 days of the date of letter of confirmation, the shares shall be transferred to the Suspense Escrow Demat account of the Company.

However, investor is requested to carefully read the following clauses covered below in the referencer, for below investor request:-

Service Request(s)	Clause No.
Transposition	6.7
Issue of Duplicate Share Certificates	6.8
Consolidation of securities certificates/folios	6.9

Recommendations to Shareholders / Investors:

Deal with registered intermediaries

Investors should transact through a registered intermediary who is subject to regulatory discipline of SEBI, as it will be responsible for its activities and in case the intermediary does not act professionally; investors can take up the matter with SEBI/stock exchanges.

Obtain documents relating to purchase and sale of securities

A valid contract note / confirmation memo should be obtained from the broker/sub-broker, within 24 hours of execution of purchase or sale of securities and the contract note should contain order number, order time, trade number, trade time, security/contract description, bought and sold quantity, gross rate, brokerage, goods and services tax and securities transaction tax etc. In case the investors have any doubt about the details contained in the contract note, they can avail the facility provided by BSE/NSE to verify the trades on BSE/NSE websites. It is recommended that this facility be availed in respect of a few trades on random basis, even if there is no doubt as to the authenticity of the trade/transaction.

2. Dividend

2.1. What are the modes by which the dividend is paid?

Dividend, if declared, will be paid under five modes, viz.:

- a) National Automated Clearing House (NACH)
- b) National Electronic Funds Transfer (NEFT)
- c) Real-Time Gross Settlement (RTGS)
- d) Direct Credit to shareholders' account by bank
- e) Physical dispatch of Dividend Warrant/Dollar Draft

2.2. What is National Automated Clearing House (NACH)?

The National Payments Corporation of India (NPCI) has implemented an electronic payment service termed as "National Automated Clearing House (NACH)" for banks, financial institutions, corporates and government departments. It is a centralised system, launched with an aim to consolidate multiple Electronic Clearing Systems running across the country, and has both Debit and Credit variants. NACH aims at facilitating inter-bank, high volume, debit/credit transactions, which are bulk and repetitive in nature. NACH system covers several Core Banking enabled banks spread across the geographical locations of the country irrespective of the location of the bank branches.

2.3. What Is NACH Credit for payment of dividend and how does it operate?

NACH Credit is an electronic payment service used for affording credits to a large number of beneficiaries in their bank accounts for the payment of dividend by raising a single debit to the bank account of the user entity. NACH operates on the principle of single debit to the sponsor bank's account and multiple credits to different destination banks' accounts.

2.4. What are the benefits of NACH (payment through electronic facilities)?

Some of the major benefits are:

- a) Investor need not make frequent visits to their bank for depositing the paper instruments.
- b) Prompt credit is given to the bank account of the investor through electronic clearing.
- c) Fraudulent encashment of warrants is avoided.
- d) Exposure to delays/loss in postal service are avoided.

2.5. What is payment of dividend through NEFT and how does it operate?

National Electronic Funds Transfer (NEFT) is a nation-wide payment system facilitating electronic transfer of funds from one account to another. Dividend payment through NEFT denotes payment of dividend electronically through RBI clearing, to selected bank branches which have implemented Core Banking Solutions (CBS). This extends to all across the country and is not necessarily restricted to the designated centres where payment can be handled through Electronic Clearing System. To facilitate payment through NEFT, the shareholder is required to ensure that the bank branch where his/her account is operated, is under CBS. The shareholder shall also ensure that particulars of the updated bank account are registered with the Company's RTA in case shares are held in physical form and with the concerned DP in case shares are held in demat form.

2.6. What is payment of dividend through direct credit and how does it operate?

The Company shall appoint a bank as its Dividend Banker for distribution of dividend, if declared. The said Banker will then carry out direct credit to those investors who are maintaining accounts with the said Bank, provided the bank account details are registered with the DP for dematerialized shares or with the Company's RTA for shares held in physical form, prior to the payment of dividend.

2.7. What is payment of dividend through RTGS and how does it operate?

The term real-time gross settlement (RTGS) refers to a funds transfer system that allows for the instantaneous transfer of money and/or securities. RTGS is the continuous process of settling payments on an individual order basis, without netting debits with credits across the books of a central bank. The minimum amount to be transferred through RTGS is ₹ 2 lakh. However, there is no upper limit on RTGS transactions. Dividend payment through RTGS denotes dividend amount transferred from one bank account to the other in real-time, without any delay.

2.8. What should a shareholder do in case of non-receipt of dividend, if declared?

Shareholders holding shares in physical form, should submit information/documents to the Company/Company's RTA, furnishing the particulars of the dividend not received, quoting the folio number and provide bank details bearing the name of the shareholder for updation of bank details by submitting Form ISR-1 along with requisite supporting documents, for payment of unpaid dividend to the direct credit in their bank account. In case the shares are held in dematerialized form, the shareholders are advised to register their bank details with their DPs, to claim unencashed dividend from the Company.

2.9 Registration of Bank Details:

Shareholders are requested to register / update their complete bank details:

(a) with their Depository Participant(s) with whom they maintain their demat accounts if

shares are held in dematerialized mode by submitting the requisite forms/documents, and

(b) with the Company / Company's RTA by submitting duly filled and signed form ISR-1 along with below information/documents, if shares are held in physical mode:-

(i) bank details (Bank account number, Bank and Branch Name and address, IFSC),

(ii) self-attested copy of the PAN card and

(iii) original cancelled cheque with name of security holder printed on it or Bank Passbook or Bank Statement attested by the Bank (in case it is not provided, the details available in the CML will be updated in the folio)

2.10 Why shares held in dematerialized form should be transferred before the Record Date fixed for dividend payment?

The dividend, if declared, on shares lying in the clearing account of the brokers cannot be made available to the members directly by the Company.

In case shares are not transferred by the stock broker to the demat account of the client, it means the shares are lying in client margin account of the broker maintained by the broker. The broker is liable to pay the amount of dividend received by him to the client i.e. shareholder since in cases where the shares are held in dematerialized form, the dividend would be paid only to the person whose name appears in the list of beneficial owners.

2.11 What are the provisions relating to tax on dividend?

The provisions relating to tax on dividend are provided for ready reference of Shareholders:

Pursuant to the requirement of Income Tax Act, 1961, the Company will be obligated to withhold taxes at the prescribed rates on the dividend paid to its shareholders.

The TDS / withholding tax rate would vary depending on the residential status of the shareholder and documents submitted by shareholder with the Company/ Link Intime/ Depository Participant and accordingly the requisite withholding tax rate and documents required are stated below:-

A. RESIDENT SHAREHOLDERS:

A.1 Tax Deductible at Source for Resident Shareholders

Sr. No	Particulars	Withholding tax rate	Documents
1	Valid PAN updated in the Company's Register of Members	10%	No document required. If dividend does not exceed ₹ 5,000/, no TDS/ withholding tax will be deducted. Also, please refer note (v) below.
2	No PAN/Valid PAN not updated in the Company's Register of Members	20%	TDS/ Withholding tax will be deducted at 20% as provided under Section 206AA of the Income Tax Act, 1961, regardless of dividend amount, if PAN of the shareholder other than individual is not registered with the Company/ Link Intime/ Depository Participant. In case of individual shareholder, if PAN is not registered with the Company/ Link Intime/ Depository Participant & cumulative dividend payment to an individual shareholder is more than ₹ 5000/-, TDS/ Withholding tax will be deducted at 20% under Section 206AA of the Income Tax Act, 1961. All shareholders are requested to update, on or before August 19, 2022, their PAN with their Depository Participant (if shares are held in electronic form) and with the Company / Link Intime (if shares are held in physical form). Please quote all the folio numbers under which you
Sr. No	Particulars	Withholding tax rate	Documents
			hold your shares while updating the records. Please also refer note (v) below.

3	A shareholder falls in the category of “specified person” as defined in Section 206AB of Income Tax Act, 1961.	20%	The PAN of the shareholder registered with the Company/ Link Intime/ Depository Participant will be validated on “Compliance Check functionality for Section 206AB & 206CCA” on Reporting Portal of Income Tax Department & accordingly 20% TDS/ Withholding tax will be deducted with reference to Section 206AB of Income Tax Act, 1961, if the person is “specified person”. Please also refer note (vii) below.
4	Availability of lower/nil tax deduction certificate issued by Income Tax Department u/s 197 of Income Tax Act, 1961	Rate specified	Lower tax deduction certificate obtained from Income Tax Authority to be submitted atleast seven working days before the date of payment.
5	Benefits under Income Tax Rule 37BA	Rates based on applicability of	If the registered shareholder e.g. Clearing Member/ intermediaries/ stock brokers are not the beneficial shareholders of the shares and if the declaration under Income Tax Rule Form 37BA(2) is provided regarding the beneficial owner, the TDS/ Withholding tax will be deducted at the rates applicable to the beneficial shareholders.

A.2 No Tax is deductible at source on dividend payment to resident shareholders if the following documents as mentioned in column no.4 of the below table has been submitted to Company/ Link Intime/ Depository Participant on or before August 19, 2022

Sr. No (1)	Particulars (2)	Withholding tax rate (3)	Documents (4)
1	Submission of Form 15G/15H	NIL	Declaration in Form No. 15G (applicable to an individual who is below 60 years) / Form 15H (applicable to an individual who is 60 years and above), fulfilling certain conditions.
Sr. No (1)	Particulars (2)	Withholding tax rate (3)	Documents (4)
			Also, please refer note (ii) below.

2	Shareholders to whom section 194 of the Income Tax, 1961 does not apply as per second proviso to section 194 such as LIC, GIC. etc.	NIL	Valid documentary evidence for exemption u/s 194 of Income Tax Act, 1961
3	Shareholder covered u/s 196 of Income Tax Act, 1961 such as Government, RBI, corporations established by Central Act & mutual funds.	NIL	Valid documentary evidence for coverage u/s 196 of Income Tax Act, 1961
4	Category I and II Alternate Investment Fund	NIL	SEBI registration certificate to claim benefit under section 197A (1F) of Income Tax Act, 1961
5	<ul style="list-style-type: none"> • Recognised provident funds • Approved superannuation fund • Approved gratuity fund 	NIL	Valid documentary evidence as per Circular No. 18/2017 issued by Central Board of Direct Taxes (CBDT)
6	National Pension Scheme	NIL	No TDS/ withholding tax as per section 197A (1E) of Income Tax Act, 1961. Valid documentary evidence (e.g., relevant copy of registration, notification, order, etc.) to be provided
7	Any resident shareholder exempted from TDS deduction as per the provisions of Income Tax Act or by any other law or notification	NIL	Valid documentary evidence substantiating exemption from deduction of TDS

B. NON-RESIDENT SHAREHOLDERS:

The table below shows the withholding tax on dividend payment to non-resident shareholders who submit, on or before August 19, 2022, the following document(s), as mentioned in column no. 4 of the below table, has been submitted to the Company / Link Intime. In case all necessary documents are not submitted, then the TDS/ Withholding tax will be deducted @ 20% (plus applicable surcharge and cess).

Sr. No (1)	Particulars (2)	Withholding tax rate (3)	Documents (4)
1	Foreign Institutional Investors (FIIs) / Foreign Portfolio Investors (FPIs) /	20% (plus applicable surcharge)	FPI registration certificate in case of FIIs / FPIs.
Sr. No (1)	Particulars (2)	Withholding tax rate (3)	Documents (4)

	Other Non-Resident shareholders	and cess) or tax treaty rate, whichever is beneficial	To avail beneficial rate of tax treaty following tax documents would be required: <ol style="list-style-type: none"> 1. Tax Residency certificate issued by revenue authority of country of residence of shareholder for the year in which dividend is received 2. PAN or declaration as per Rule 37BC of Income Tax Rules, 1962 in a specified format. 3. Form 10F filled & duly signed 4. Self-declaration for non-existence of permanent establishment/ fixed base in India <p>(Note: Application of beneficial Tax Treaty Rate shall depend upon the completeness of the documents submitted by the Non- Resident shareholder and review to the satisfaction of the Company)</p>
2	Indian Branch of a Foreign Bank	NIL	Lower tax deduction certificate u/s 195(3) of Income Tax Act, 1961 obtained from Income Tax Authority Self-declaration confirming that the income is received on its own account and not on behalf of the Foreign Bank and the same will be included in taxable income of the branch in India
3	Availability of Lower/NIL tax deduction certificate issued by Income Tax Authority	Rate specified	Lower tax deduction certificate obtained from Income Tax Authority. In case above document is not made available, then TDS/ Withholding tax will be at 40% (plus applicable surcharge and cess)
4	Any non-resident shareholder exempted from WHT deduction as per the provisions of Income Tax Act or any other law such as The United Nations (Privileges and Immunities) Act 1947, etc.	NIL	Necessary documentary evidence substantiating exemption from WHT deduction
5	Benefits under Income Tax Rule 37BA	Rates based on the applicability	If the registered shareholder e.g. Clearing Member/ intermediaries/ stock brokers are not the beneficial

Sr. No (1)	Particulars (2)	Withholding tax rate (3)	Documents (4)
		of Act/ DTAA (whichever is beneficial) to the beneficial owner	<p>shareholders of the shares and if the declaration under Income Tax Rule Form 37BA(2) is provided regarding the beneficial owner, the TDS/ Withholding tax will be deducted at the rates applicable to the beneficial shareholders.</p> <p>The documents as mentioned against Sr. No 1 to 4 in column 4 will be required in addition to the above declaration.</p>

Notes:

- (i) The Company would issue soft copy of the TDS certificate to its shareholders through e-mail registered with Link Intime post payment of the dividend, if declared. Shareholders will be able to download Form 26AS from the Income Tax Department's website <https://incometaxindiaefiling.gov.in>.
 - (ii) Application of TDS / withholding tax rate will be subject to necessary verification by the Company of the shareholder details as available in Register of Members as on the Record Date and other documents available with the Company/ Link Intime, provided by the shareholder.
 - (iii) In case TDS is deducted at a higher rate, an option will be available with the shareholder to file the return of income and claim an appropriate refund.
 - (iv) No TDS will be deducted in case of resident individual shareholders whose dividend does not exceed ₹5000. However, where the PAN is not updated in Company/ Link Intime/ Depository Participant records or in case of an invalid PAN and cumulative dividend payment to individual shareholder is more than ₹ 5000, the Company would be deducting TDS/ Withholding tax u/s 194 with reference to Section 206AA of Income Tax Act, 1961.
- All shareholders are requested to update their PAN with their Depository Participant (if shares are held in electronic form) and Company / Link Intime (if shares are held in physical form) against all their folio holdings at the earliest.
- (v) In the event of any income tax demand (including interest, penalty, etc.) on the Company arising due to any declaration, misrepresentation, inaccurate or omission of any information provided by the shareholder, such shareholder will be responsible to indemnify the Company and also, provide the Company with all information / documents and co-operation in any appellate proceedings.
 - (vi) The "specified person" as defined under Section 206AB of Income Tax Act, 1961 means a resident:
 - who has not filed the return of income for AY 2021-22 and;
 - the aggregate of TDS and TCS is ₹50,000 or more in the said previous year.

Further, a non-resident person having a permanent establishment in India shall also be treated as “specified person” if the above conditions are met.

NOTE: The content, set out above, relating to tax on dividend are not exhaustive and does not purport to be a complete analysis or listing of all potential tax consequences in the matter of dividend payment. Shareholders should consult their tax advisors for requisite action to be taken by them.

Recommendations to the Shareholders/Investors

Register NACH / NEFT Mandate and furnish correct bank account particulars to Company’s RTA/Depository Participant (DP) as the case may be.

Investors holding shares in physical form should provide Form ISR-1 along with requisite documents to the Company’s RTA and investors holding shares in demat form should ensure that correct and updated particulars of their bank account are available with their DP. This would also facilitate in receiving electronic credits of dividends, refunds etc. and avoid postal delays and loss in transit. Investors must update their new bank account numbers allotted after implementation of Core Banking Solution (CBS) to the Company’s RTA in case of shares held in physical form and to the DP in case of shares held in demat form.

3. Transfer of unpaid / unclaimed dividend / shares in the name of Investor Education and Protection Fund (IEPF) Authority

3.1. What are the statutory provisions governing unpaid dividend?

Dividend lying in the Unpaid Dividend Account which remains unpaid or unclaimed for a period of seven consecutive years is required to be transferred to the Investor Education and Protection Fund (IEPF).

3.2. What are the provisions relating to transfer of shares in the name of IEPF Authority? Which shares of a company are liable to be transferred in the name of IEPF Authority?

In accordance with Section 124(6) of the Act, all shares in respect of which dividend has not been paid or claimed for seven consecutive years or more shall be transferred by the Company in the name of IEPF Authority.

However, shares in respect of which specific order of Court or Tribunal or Statutory Authority restraining any transfer of such shares and payment of dividend is registered with the Company or shares which are pledged or hypothecated under the provisions of the Depositories Act, 1996, shall not be so transferred.

The voting rights on shares transferred in the name of IEPF Authority shall remain frozen until the rightful owner claims the shares.

3.3. Can shares / dividend transferred in the name of IEPF Authority be claimed from IEPF Authority?

Yes. Shares transferred in the name of IEPF Authority in pursuance of Section 124(6) of the Act as well as dividend(s) transferred to IEPF in pursuance of Section 124(5) of the Act can be claimed from IEPF Authority.

3.4. What is the procedure to claim shares and/or dividend from IEPF Authority?

As per the revised process, a claimant needs to submit an online application in Web-Form IEPF-5 available on the website of IEPF Authority (<http://www.iepf.gov.in>) for filing the claim (for shares and/or dividend). It is advised to read the instructions given in the help-kit carefully before filling the form.

After carefully filling information in Web-Form IEPF-5 and attaching necessary documents, as prescribed in the said form, the form shall be filed electronically, free of cost, with IEPF Authority. On successful uploading, an acknowledgement will be generated indicating the Service Request Number (SRN). The said SRN shall be used for future tracking of the form.

After successfully filing/uploading, Web-Form IEPF-5 and the acknowledgement issued shall be printed.

In case of refund of dividend amount of Rs.10,000/- or more and / or for release of any shares, claimant is required to submit indemnity bond in original (in the format prescribed by the IEPF Authority, on a non-judicial stamp paper of the appropriate value, as prescribed under the Stamp Act, applicable at the State in which it is executed) with signature of the claimant(s) and witness, advance receipt in original in the format prescribed by IEPF Authority, self-attested copy of acknowledgement generated on online submission of Web-Form IEPF-5 and Web-Form IEPF-5 along with the other documents as mentioned in the said Form to the Nodal Officer (IEPF) or Deputy Nodal Officer of the Company at its registered office in an envelope marked "Claim for refund from IEPF Authority". For claim of only amount of Rs.10,000/- or less, indemnity bond can be executed on a plain paper.

Claim Web-Form IEPF-5 together with other documents as mentioned therein, completed in all respects, will be verified by the Company and sent to IEPF Authority within 30 (thirty) days of receipt of valid documents by filing e-verification report. The Company may, however, reject the claim if valid documents are not received within the time stipulated under law.

On the basis of the Company's e-verification report, the unclaimed dividend amounts / shares will be released by the IEPF Authority in favor of claimants' Aadhaar linked bank

account/demat account through electronic transfer only.

4. Dematerialization / Rematerialization of shares

4.1. What is Dematerialization of shares?

Dematerialization (Demat) is the process by which securities held in physical form are cancelled and the ownership thereof is retained in fungible form in a Depository by way of electronic balances.

4.2. Why Dematerialize shares?

SEBI has notified that the Company's shares shall be traded compulsorily in demat form only on the Stock Exchanges. Further, SEBI has amended Regulation 40 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 pursuant to which, securities of the Company shall be transferred only in Demat form.

4.3. What are the benefits of Dematerialization?

- Elimination of bad deliveries
- Elimination of all risks associated with physical certificates
- Immediate transfer/trading of securities
- Faster settlement cycle
- Faster disbursement of corporate benefits like rights, bonus, etc.
- SMS alert facility
- Periodic status reports and information available on internet
- Ease related to change of address of investor
- Ease in portfolio monitoring
- Ease in pledging the shares
- Reduced transaction cost
- Reduced paperwork

4.4. What is the procedure for Dematerialization of shares?

- Shareholders should submit the duly filled in Demat Request Form (DRF) along with physical certificate(s) to the concerned DP.

- DP intimates the relevant Depository of such requests through the system.
- DP submits the DRF and the Certificate(s) to the Company's RTA.
- The Company's RTA confirms the dematerialization request from Depository.
- The Company's RTA, after dematerializing the certificate(s), updates accounts and informs concerned Depository regarding completion of dematerialization. Depository updates its accounts and informs the DP.
- DP updates the demat account of the shareholder.
- The entire process should be completed within 15 days.

4.5. Is it mandatory to provide mobile number, e-mail address etc. for holding shares in dematerialized form?

Yes. Pursuant to various circulars issued by Stock Exchanges and Depositories from time to time, the client i.e. investor is required to mandatorily provide/update 6 KYC attributes viz. Name, Address, PAN, Mobile Number, E-mail Id and Income Range, for holding shares in dematerialized form.

4.6. What is SMS alert facility?

NSDL and CDSL provide free SMS Alert facility for demat accountholders whereby the investors can receive alerts for debits and credits in their demat accounts. Under this facility, investors can receive alerts, a day after such debits (transfers)/credits take place. These alerts are sent to those account holders who have provided their mobile numbers to their DPs. Investors will also receive SMS relating to E-voting and other matters, from the Depositories.

4.7. Why the Company cannot take on record bank details in case of Dematerialized shares?

As per the applicable Depository Regulations, the Company is obliged to pay dividend on dematerialized shares as per the bank account details furnished by the concerned Depository. Therefore, investors are requested to keep their bank particulars updated with their concerned DP who will furnish such details to the concerned depository for updating records of the Depository.

Recommendations to the Shareholders/Investors

Open Demat Account and dematerialize your shares. Investors should convert their physical holdings of securities into demat holdings, as the physical transfer of securities is prohibited.

Monitor holdings regularly

Demat account should not be kept dormant for long period of time. Periodic statement of holdings should be obtained from the concerned DP and holdings should be verified. Where the investor is likely to be away for a long period of time and where the securities are held in electronic form, the investor can make a request to the DP to keep the account frozen so that there can be no debit to the account till the instruction for freezing the account is cancelled by the investor.

5. Nomination facility

5.1. What is nomination facility and to whom is it useful?

Section 72 of the Act provides the facility of nomination to shareholders. This facility is useful for individuals holding shares in sole name. In the case of joint holding of shares by individuals, nomination will be effective only after the death of all joint holders.

5.2. What is the procedure for appointing a Nominee?

(a) Investors, especially those who are holding physical shares in single name, are advised to avail the nomination facility by submitting the prescribed Form SH-13 for initial registration of nomination and Form SH-14 for change of nomination to the Company/Company's RTA. The said Forms may be downloaded from the Company's website, www.hathway.com under the section "Investor Relations".

(b) However, if shares are held in dematerialized form, nomination has to be registered with the concerned DP directly, as per the format prescribed by the DP. NSDL has provided a facility for registration/update of e-mail address through the link: <https://eservices.nsdl.com/kycattributes/#/> login and opt-in/opt-out of nomination through the link: <https://eservices.nsdl.com/instademat-kyc-nomination/#/login>.

5.3. Who can appoint a Nominee and who can be appointed as a Nominee?

Individual shareholders holding the shares/debentures in single name or joint names can appoint a nominee. In case of joint holding, joint holders together have to appoint a nominee. An individual having capacity to contract only can be appointed as a nominee. Minor can, however, be appointed as a Nominee.

5.4. Can a nomination once made be revoked / varied?

It is possible to revoke/vary a nomination after it is made.

5.5. Are the joint holders deemed to be Nominees to the shares?

Joint holders are not nominees; they are joint holders of the relevant shares having joint rights on the shares. In the event of death of any one of the joint holders, the surviving joint holder(s) of the shares is/are the only person(s) recognised under law as holder(s) of the shares. Surviving Joint holder(s) may appoint/change a nominee.

5.6. Is nomination form required to be witnessed?

A nomination form must be witnessed.

5.7. What rights are conferred on the Nominee and how can he/she exercise the same?

As per the provisions of Section 72 of the Act, the nominee is entitled to all the rights in the securities of the deceased shareholder in relation to such securities to the exclusion of all other persons. In the event of death of the shareholder, all the rights of the shareholder shall vest in the nominee. In case of joint holding, all the rights shall vest in the nominee only in the event of death of all the joint holders. The nominee is required to apply to the Company or to the DP as may be applicable, by reporting the death of the nominator along with the attested copy of the death certificate.

Recommendations to the Shareholders/Investors: Submit Nomination Form

Shareholders/Investors should register their nomination, in case of physical shares with the Company's RTA and in case of dematerialized shares with their DP. Nomination would help the nominees to get the shares transmitted in their favour without any hassles. Shareholders/Investors must ensure that nomination made is in the prescribed Form and must be witnessed in order to be effective.

6. Transfer / transmission / transposition of securities / Issue of duplicate certificates

6.1. What is the procedure for transfer of shares in favour of transferee(s)?

Pursuant to Regulation 40 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, with effect from 01.04.2019, securities of the Company shall be transferred only in demat form.

In view of the above, in order to transfer shares in favour of the transferee(s), shareholders / members are advised to dematerialize shares held by them in physical form.

6.2. Is submission of permanent account number (PAN) mandatory?

It is mandatory to provide PAN details by the registered members/debenture holders. **Shareholders who have not provided details of their PAN are advised to submit the same immediately to the Company** to avoid any inconvenience in future. The Income Tax Department of India has highlighted the importance of PAN on its website: www.incometaxindia.gov.in, wherein lot of queries with respect to PAN have been replied to in

the FAQ section.

6.3. How to get shares registered which are received by way of gift?

Any gift of shares can be effected in dematerialized form only through off-market delivery instruction slip.

6.4. What is the procedure for getting the shares registered in the name of surviving shareholder(s), in case of joint holding, in the event of death of one of the shareholders?

In case of shares held in physical form, the surviving shareholder(s) will have to submit a request letter supported by original / a copy of the death certificate of the deceased shareholder, duly attested by Notary Public or Gazetted Officer and accompanied by the relevant share certificate(s). The Company's R&TA, on receipt of the valid documents and after due scrutiny, will delete the name of the deceased shareholder from its records and return the share certificate(s) to the surviving shareholder(s) with necessary endorsement. For shares held in demat form, shareholders / investors are advised to approach their DP concerned.

6.5. What is the procedure for getting the shares held in single name having nomination?

The Company / RTA shall inform the nominee about the procedure to be followed for the claim on the receipt of the intimation of death of the security holder.

The following documents are required to be submitted by the nominee to the Company/Company's RTA:

- a) Duly filled and signed transmission request in form ISR-5. The Form may be also downloaded from the "Compliance Report" section under the "Investor Relations" dropdown on the Company's website www.hathway.com.
- b) Original death certificate or Copy of death certificate attested by a notary public/gazette officer or copy of the death certificate attested by the nominee(s)/claimant(s)/legal heir(s), subject to verification with original by the Company's RTA/ the Company;
- c) Self-attested copy of the Permanent Account Number card of the nominee, issued by the Income Tax Department.
- d) Such other documents as stated in the SEBI Circular as may be issued from time to time.

6.6. What is the procedure for getting shares in the name of legal heir(s) in the event of death of the sole shareholder without nomination?

The following documents are required to be submitted by the legal heir(s):

- a) Duly signed transmission request form in form ISR-5 by the legal heir(s)/claimant(s);
- b) Original death certificate or Copy of death certificate attested by a notary public/gazette officer or copy of the death certificate attested by the nominee(s)/claimant(s)/legal heir(s), subject to verification with original by the RTA/ the Company;
- c) Self-attested copy of the Permanent Account Number card of the legal heir(s)/claimant(s), issued by the Income Tax Department;
- d) A notarized affidavit from all legal heir(s) made on non-judicial stamp paper of appropriate value, in Annexure D;
- e) A copy of other requisite documents for transmission of securities as may be applicable as per Annexure A, attested by the legal heir(s)/claimant(s) subject to verification with the original or duly attested by a notary public or by a gazetted officer;
- f) A copy of Will is submitted as may be applicable in terms of Indian Succession Act, 1925 (39 of 1925) the same shall be accompanied with a notarized indemnity bond from the claimant (appropriate beneficiary of the Will) to whom the securities are transmitted, in Annexure E;
- g) For value of securities of the Company up to rupees five lakhs in case of securities held in physical mode and up to rupees fifteen lakhs per beneficial owner in case of securities held in dematerialized mode, as on date of application by the claimant, and where the documents mentioned in serial number 9 in the Annexure A are not available, the legal heir(s) /claimant(s) may submit the following documents:
 - (i) a notarized indemnity bond made on non-judicial stamp paper of appropriate value in the Annexure E, indemnifying the Company's RTA/ Company;
 - (ii) no objection certificate from all legal heir(s) stating that they do not object to such transmission in Annexure F or copy of family settlement deed executed by all the legal heirs, duly attested by a notary public or by a gazetted officer;
- h) The Company at its discretion, may enhance the value of securities from the threshold limit of rupees five lakhs, in case of securities held in physical mode.

6.7. How can the change in order of names (that is, transposition) be effected?

Share certificate(s) along with duly filled form ISR-4 along with requisite documents signed by all the joint holders and copies of their PAN Cards, duly attested, shall be sent to the Company/Company's RTA, for change in order of names, known as 'transposition'. The said Form may be downloaded from the Company's website, www.hathway.com under the section "Investor Relations".

Transposition can be done only for the entire holdings under a folio and therefore,

request for transposition of part holding cannot be accepted by the Company/ Company's RTA. The Company's RTA, on receipt of the valid documents and after due scrutiny, shall effect the change in order of names and issue letter of confirmation to the shareholder(s). The shareholder has to submit the letter of confirmation within 120 days from date of the letter of confirmation with their Depository Participant for demat of shares. If the Company's RTA does not receive the demat request within 120 days of the date of letter of confirmation, the shares shall be credited to the Suspense Escrow Account of the Company. For shares held in demat form, shareholders are advised to approach their DP concerned for transposition of names.

6.8. What is the procedure for obtaining duplicate share certificate(s) in case of loss/misplacement of original share certificate(s)?

Shareholders who have lost/misplaced share certificate(s) should submit affidavit, indemnity bond in the format prescribed by SEBI, Investor Service Request in Form – ISR-4 to the Company/Company's RTA. The said Form may be downloaded from the Company's website, www.hathway.com under the section "Investor Relations". Additionally, the shareholder shall also submit the copy of FIR including e-FIR/Police complaint/Court Injunction Order/ copy of plaint, bearing details of securities, folio number, distinctive number range and certificate numbers and issue advertisement regarding loss of share certificate(s) in a widely circulated newspaper, in case if the value of securities as on the date of submission of application, along with complete documentation as prescribed by the Board exceeds Rs. 5 Lakhs. The applicant shall quantify the value of the securities on the basis of the closing price of such securities at any one of the recognized stock exchanges a day prior to the date of such submission in the application.

The Company's RTA, on receipt of the valid documents and after due scrutiny, shall issue letter of confirmation to the shareholder in lieu of share certificate(s) lost or misplaced, within 30 days of the receipt of request. The shareholder has to submit the demat request along with original letter of confirmation or the digitally signed copy of the letter of confirmation within 120 days from date of the letter of confirmation to their Depository Participant (DP) for demat of shares. DP shall generate the demat request on the basis of the Letter of Confirmation and forward the same to the Company's RTA for processing the demat request. If the Company's RTA does not receive the demat request submitted with the DP, within 120 days of the date of letter of confirmation, the shares shall be transferred to the Suspense Escrow Demat Account of the Company.

6.9. What is the procedure to get the certificates issued in various denominations consolidated into a single certificate?

Consolidation of share certificates helps in saving cost while dematerializing the share certificates and also provides convenience in holding the shares physically. Shareholders having certificates in various denominations under the same folio should send all such

certificates along with duly filled form ISR- 4 to the Company/ Company's RTA, for consolidation into a single certificate. The said Form may be downloaded from the Company's website, www.hathway.com under the section "Investor Relations".

If the shares are not under the same folio but registered in the same order of names, shareholders should write to the Company/ Company's RTA in the prescribed form for consolidation of folios. This will help the investors to efficiently monitor their holding and the corporate benefits receivable thereon.

The Company's RTA, on receipt of the valid documents and after due scrutiny, shall issue letter of confirmation to the shareholder in lieu of share certificate lodged for consolidation. The shareholder has to submit the letter of confirmation within 120 days from date of the letter of confirmation with his/her Depository Participant for demat of shares. If the Company's RTA does not receive the demat request within 120 days of the date of letter of confirmation, the shares shall be transferred to the Suspense Escrow Demat account of the Company.

Exercise caution

There is a likelihood of fraudulent transfers in case of folios with no movement or where a shareholder has either expired or is not residing at the address registered with the Company. The Company's RTA should be updated on any change of address or contact details. Similarly, information of death of shareholder should also be communicated promptly.

Mode of Communication by Investors

It is recommended to use registered post or speed post or courier facility when investors send important/high value documents, share certificates etc. to the Company/ Company's RTA.

7. Unclaimed shares under Listing Regulations

7.1. What are the regulatory provisions and procedure governing unclaimed shares?

As per Regulation 39 of the Listing Regulations read with Schedule VI thereto:

- a) Shares issued in dematerialized form pursuant to a public issue or any other issue, which remain unclaimed, shall be credited to a demat suspense account opened by the Company for this purpose with one of the depository participants.
- b) Shares issued in physical form pursuant to a public issue or any other issue, which remain unclaimed, shall be transferred into one folio in the name of "Unclaimed Suspense Account" and shall be dematerialized with one of the depository

participants.

Any corporate benefits accruing on such shares, viz., bonus shares, split, etc., shall also be credited to such demat suspense account or unclaimed suspense account, as applicable, for a period of seven years and thereafter shall be transferred in accordance with the provisions of applicable laws.

The voting rights on such unclaimed shares shall remain frozen till the rightful owner claims the shares.

7.2. What is the status of compliance by the Company with regard to these provisions?

In terms of Regulation 34 of the Listing Regulations read with Schedule V thereto, details relating to aggregate number of shareholders and the outstanding shares in the demat suspense account/unclaimed suspense account (accounts) lying at the beginning of the year, number of shareholders who had approached the Company for transfer of shares from said accounts during the year, number of shareholders to whom the said unclaimed shares were transferred from the said accounts during the year and the aggregate number of shareholders and the outstanding shares in the accounts lying at the end of the year, have been set out under “Equity Shares in Unclaimed Suspense Account” in the Annual Report.

8. Monitoring of foreign investment limits in the Company

Foreign Investment in India is regulated in terms of clause (b) of sub-section 3 of section 6 and section 47 of the Foreign Exchange Management Act, 1999 (FEMA) read with Foreign Exchange Management (Transfer or Issue of a Security by a Person resident Outside India) Regulations, 2017 issued vide Notification No. FEMA 20(R)/2017-RB dated November 7, 2017, as amended from time to time. FEMA prescribes the various foreign investment limits in listed Indian companies. These include the aggregate FPI (Foreign Portfolio Investor) limit, the aggregate NRI (Non-Resident Indian) limit and the sectoral cap.

Foreign investors making investment/willing to make investment in securities of the Company are advised to visit websites of BSE (www.bseindia.com), NSE (www.nse.co.in), NSDL (www.nsdl.co.in) and CDSL (www.cdslindia.com) beforehand to know more on the foreign investment limits and the headroom available from time to time for investment in securities of the Company.

9. Investor servicing and grievance redressal – external agencies

9.1 Ministry of Corporate Affairs (MCA)

MCA has launched its e-Governance initiative i.e. MCA21, on the MCA portal

(www.mca.gov.in). One of the key benefits of this initiative is timely redressal of investor grievances. MCA21 system accepts complaints under the e-Form prescribed, which has to be filed online.

The status of complaint can be viewed by quoting the Service Request Number (SRN) provided at the time of filing the complaint.

9.2 Securities and Exchange Board of India (SEBI) and SEBI Complaints Redress System (SCORES)

SEBI, in its endeavour to protect the interest of investors, has provided a platform wherein the investors can lodge their grievances. This facility is known as SEBI Complaints Redress System (SCORES) and is available on the SEBI website (www.sebi.gov.in) and on SCORES' website (<http://scores.gov.in>).

The investor complaints are processed in a said centralized web based complaints redress system. The salient features of this system are: Centralised database of all complaints, online upload of Action Taken Reports (ATRs) by the concerned companies/ Company's RTA and Online viewing by investors of actions taken on the complaint and its current status.

All companies against whom complaints are pending on SCORES, have to take necessary steps to resolve the complaint and submit action taken report within thirty days of receipt of complaint and also keep the complainant duly informed of the action taken.

SEBI has issued frequently asked questions (FAQs) in respect of SCORES which, inter alia, lists down the matters which are considered as complaints and handled by SEBI, the matters which are not considered as complaints, how the investor complaints' are handled by SEBI, the arbitration mechanism, etc. These FAQs can be accessed on the link: <http://scores.gov.in/scores>.

9.3 Stock Exchanges

National Stock Exchange of India Limited (NSE) – NSE has formed an Investor Services Cell (ISC) and Investor Grievance Resolution Panel (IGRP) to redress investors' grievances electronically. The investors have to log on to the website of NSE, that is, www.nseindia.com and go to the tab "Invest – Making a Complaint".

BSE Limited (BSE) – BSE has provided an opportunity to the investors to file their complaints electronically through its website: www.bseindia.com under the "Investors" section.

9.4 Depositories

National Securities Depository Limited (NSDL) – In order to help its clients resolve their

doubts, queries, complaints, NSDL has provided an opportunity wherein they
can raise their queries at-
<https://nsdl.co.in/nsdlnews/investors.php>

Central Depository Services (India) Limited (CDSL) - Investors who wish to seek general information on depository services may mail their queries to: helpdesk@cdslindia.com. With respect to the complaints/grievances of the demat account holders relating to the services of the DP/Depository, e-mails may be addressed to: complaints@cdslindia.com. For any other services the investor can access – www.cdslindia.com – Investors.

10. Miscellaneous

10.1 Minor mismatch in signature

- a) In case of minor mismatch in the signature of the securities holder as available in the folio of the Company's RTA and the present signature, the Company's RTA, while processing the service request, shall intimate the holder by Speed post about the minor mis-match in signature, providing timeline of 15 days for raising objection, if any. In the absence of any objection, the service request shall be processed. The timeline to process the service request will commence after the notice period of 15 days.
- b) If the letter sent by Company's RTA returns undelivered, the investor shall obtain signature verification by the banker for processing the service request.
- c) In case of any objection, the Company's RTA, after removing the objection, shall advise the Investor to furnish signature verification by the Banker along with any of the documents viz. Aadhaar Card, Passport, Driving License, PAN Card with photograph, Identity Card/document with applicant's photo, marriage certificate, divorce decree.

10.2 Major mismatch in signature or Non Availability of Signature Card with Company's RTA

In case of major mismatch in the signature of the holder as available in the folio of the Company's RTA or if signature is not available with Company's RTA, then the holder / claimant shall furnish original cancelled cheque with name of the security holder printed on it / Bank Passbook / Bank Statement attested by the Bank and Banker's attestation of the signature as per Form ISR-2.

10.3 Change of address

What is the procedure to get registered address changed in the Company's records?

Shareholders holding shares in physical form shall send Form ISR-1, duly signed by all the holders, giving the details of the new address along with Pin Code to the Company/Company's RTA. Shareholders are requested to quote their folio number(s) and furnish any one of the following documents viz., a) Valid Passport/ Registered Lease or Sale Agreement of Residence/ Driving

License/ Flat Maintenance bill. b) Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not older than 3 months. c) Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions d) For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken e) The proof of address in the name of the spouse f) Client Master List (CML) of the Demat Account of the holder / claimant, provided by the Depository Participant.

However, additionally, self-attested copy of Identity Proof of the holder/claimant may be obtained to process the request in case the flat maintenance bill or proof of address in the name of spouse is submitted for any service request.

- i. Company's RTA shall send intimation about the request for change in address to the holder at both the old and new addresses by Speed post, providing, timeline of 15 days for raising objection, if any.
- ii. In case the signature matches with the record available with the Company's RTA, the request for change in address can be processed without keeping it on hold for 15 days.
- iii. In the absence of any objection, the request shall be processed.
- iv. If any one of the letter returns undelivered or if there is an objection, the Company's RTA shall obtain any one of the documents mentioned above reflecting the old address as available in the folio or counterfoil of dividend warrant received from the Company or bank statement showing credit of dividend.

However, in case where the letter is undelivered at the old address, Company's RTA shall not insist for any proof of the old address provided the current address proof is in the form of an address proof issued by a Government Authority.

10.4 Change of name

What is the procedure for registering change of name of shareholders?

Shareholders holding shares in physical form may request the Company's RTA for effecting change of name in the share certificate(s) and records of the Company. Original share certificate(s) along with the supporting documents such as duly attested copies of marriage certificate, court order, etc. should be enclosed. The Company's RTA, after verification, will effect the change of name and send the share certificate(s) in the new name of the shareholders. Shareholders holding shares in demat form, may request the concerned DP in the format prescribed by DP for effecting change of name.

Mismatch in name

For minor mismatch in name between any two set of documents presented by holder / claimant for any service request, the Company's RTA shall additionally obtain any one of the following documents, explaining the difference in names:

Unique Identification Number (UID) (Aadhaar), Valid Passport, Driving license (in Smart Card form or Book form or copy of digital form), PAN card with photograph, Identity card / document with applicant's Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Marriage certificate, Divorce decree.

However, the existing norms of the Depositories, to process demat request where there is a minor mis-match on account of initials not being spelt out fully, or put after or prior to surname, provided the signature in the Demat Request Form (DRF) matches with the signature card with the Company's RTA, shall continue to be in force.

10.5 Authority to another person to deal with shares

What is the procedure for authorising a person to deal with the shares held by the shareholder?

A shareholder needs to execute a Power of Attorney in favour of the concerned person and submit a notarised copy of the same to the Company's RTA. After scrutiny of the documents, the Company's RTA shall register the Power of Attorney and inform the registration details to the shareholder concerned. Whenever the Power of Attorney holder proposes to enter into a transaction, the registration number mentioned above should be quoted in the correspondence.

10.6 Register e-mail address

Considering COVID-19 pandemic and in order to contribute towards greener environment and to receive all documents, notices including annual Reports and other communications of the Company in electronic mode:

- (a) Members holding shares in physical mode are requested to register / update their e-mail address by submitting form ISR-1 and self-attested copy of PAN card to the Company/Company's RTA;
- (b) Members holding shares in dematerialized mode are requested to register/ update their e-mail addresses with the Depository Participant(s) with whom they maintain their demat accounts. NSDL has provided a facility for registration/updation of e-mail address through the link: <https://eservices.nsdl.com/kyc-attributes/#/login>.

10.7 Intimate mobile number

Members holding shares in physical mode are requested to register / update intimate their mobile number by submitting form ISR-1 and self-attested copy of PAN card to the Company/Company's RTA or to their Depository Participant(s) with whom they maintain their demat accounts, if the holding is in dematerialized mode, in order to receive communications on corporate actions and other information of the Company.

All aforesaid documents/requests should be submitted to RTA i.e. Link Intime, at the address mentioned below:

Shri Satyan Desai,
Link Intime India Private Limited
C-101, 247 Park, LBS Marg,
Vikhroli West, Mumbai-400083

Toll-free No.: 91 22 49186000 (from 9:00 a.m. (IST) to 6:00 p.m. (IST) on all working days).
E-mail: rnt.helpdesk@linkintime.co.in

SEBI has mandated furnishing of PAN, KYC details i.e. Nominee, Contact Details (Postal Address, Mobile Number and E-mail), Bank Details and Signature, by holders of physical securities. If the PAN, KYC details are not furnished with the Company's RTA, Folio(s) of the holders of physical securities shall be frozen by the Company's RTA on or after April 01, 2023. Further, the holders of physical securities will not be eligible to lodge their grievance or avail service request from the Company's RTA and after December 31, 2025, the frozen folios shall be referred by Company's RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and / or Prevention of Money Laundering Act, 2002.

10.8 E-voting

Pursuant to the provisions of Section 108 and other applicable provisions, if any, the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014, as amended, and Regulation 44 of SEBI Listing Regulations read with SEBI circular dated December 9, 2020 on e-Voting Facility provided by Listed Entities, the Company is providing to its shareholders, facility to exercise their right to vote on resolutions proposed to be passed at General Meetings/Postal Ballot by electronic means (e-Voting).

10.9 Annual General Meeting through VC/OAVM

The Ministry of Corporate Affairs (MCA) has vide its circular dated May 05, 2022 read together with Circular dated April 08, 2020, April 13, 2020, May 05, 2020, January 13, 2021, December 8, 2021 and December 14, 2021 (collectively referred to as 'MCA Circulars') has permitted convening the Annual General Meeting (AGM / Meeting) through Video Conferencing (VC) or Other Audio Visual Means (OAVM), without the physical presence of the members at a common venue.

In accordance with the MCA Circulars and the provisions of the Companies Act, 2013, the AGM of

the Company is being held through VC / OAVM.

10.10 Shareholders' General Rights

- To receive not less than 21 clear days' notice of general meetings.
- To receive notice and forms for Postal Ballots in terms of the provisions of the Act and the relevant Rules issued thereunder.
- To receive copies of the financial statements, including consolidated financial statements, if any, report of directors and auditors thereon and every other document required by law to be annexed or attached to the financial statements (Generally known as "Annual Report") not less than 21 days before the date of the Annual General Meeting.
- In case the Meeting is held physically, please attend the Meeting at the venue stated in the notice. In case the Meeting is held through Video Conferencing (VC)/Other Audio Visual Means (OAVM), attend the Meeting virtually. In case of physical Meetings, a proxy, if appointed, will be entitled to attend the Meeting.
- The shareholders can exercise vote through E-voting. However, in case of physical Meetings, votes can also be exercised at the Meetings.
- To receive Dividends and other corporate benefits like Bonus, Rights, etc. once approved.
- To demand poll on any resolution at a General Meetings in accordance with the provisions of the Act.
- To inspect Statutory Registers and documents as permitted under law.
- To require the Board of Directors to call an Extraordinary General Meeting in accordance with the provisions of the Act.

10.11 Duties/Responsibilities of Shareholders

- To remain abreast of corporate developments, company specific information and take informed investment decision(s).
- To be aware of relevant statutory provisions and ensure effective compliance therewith.
- To deal with only SEBI registered intermediaries while trading in the securities.
- Not to indulge in fraudulent and unfair trading in securities nor to act upon any unpublished price sensitive information.
- To participate effectively in the proceedings of shareholders' meetings.

- To contribute to the Greener Environment and accordingly register e-mail addresses to enable the Company to send all documents/notices including Annual Reports electronically.
- To register nominations, which would help the nominees to get the shares transmitted in their favour without any hassles.
- To participate in the e-voting facility provided by the Company or attend the General Meeting of the Company and cast vote.
- To respond to communications seeking shareholders' approval through Postal Ballot.
- To respond to communications of SEBI / Depository / DP/ Brokers / Sub- brokers / Other Intermediaries / Company, seeking investor feedback/ comments.

10.12 Dividend, Voting and Other Rights Attached With Equity Shares:

- The holders of shares shall, according to the amount of shares held by them, have the same rights, privileges and advantages as regards dividends, voting at meetings of the Company and other matters.
- Subject to any rights or restrictions for the time being attached to any class or classes of shares, on a poll, the voting rights of a member of a listed company shall be in proportion to his/her share in the paid-up equity share capital of the Company.
- A member may exercise his/her vote at a meeting by electronic means in accordance with the Act and shall vote only once.
- In case of physical Meeting, in case of joint holders, the vote of the senior who tenders a vote, whether in person or by proxy, shall be accepted to the exclusion of the votes of the other joint holders. For this purpose, seniority shall be determined by the order in which the names stand in the register of members.
- No member shall be entitled to vote at any general meeting unless all calls or other sums presently payable by him in respect of shares in the Company have been paid or in regard to which the Company has exercised any right of lien.
- The Company's lien, if any, on a share shall extend to all dividends or interest, as the case may be, payable and bonuses declared from time to time in respect of such shares for any money owing to the Company.

NOTE:

This Referencer contains general information. Readers are advised to refer to the relevant Acts/Rules/Regulations/Guidelines/Clarifications before dealing in securities.