

FOREWORD

IFCI has a large family of Equity Shareholders and it has been our endeavour, since inception, to provide the most efficient service to our investors. However, it has been our experience that a lot of correspondence is exchanged between investor and Registrar/IFCI due to lack of complete information and investors are put to unnecessary hardship. In order to mitigate the difficulties experienced by the investors to the maximum extent possible, this manual has been prepared wherein procedure for transfer / transmission of shares, issue of duplicate share certificates / dividend warrants, change of address, bank mandate, etc. have been explained. Besides, drafts of various letters which the investors are required to write to the Registrar/Company have been provided which we hope our investors would find very useful.

We hope that this manual would go a long way in solving investor grievances expeditiously.

IFCI Limited
IFCI Tower,
61 Nehru Place,
New Delhi – 110 019.
Phone : +91-11- 26487444, 41792800
Fax : +91-11- 2648 8471

1. General Information for the Investors

1.1 All the correspondence relating to equity shares may be addressed to the Registrar. Registrar to IFCI EQUITY Shares is M/s. MCS Share Transfer Agent Ltd. (MCS), F-65, Okhla Industrial Area, Phase – I, New Delhi-110 020.

Tel: 011 – 41406149

Fax: 011 – 41709881.

However, investors are free to write to IFCI in the matter.

1.2 Since all the data, correspondence, documents etc. is maintained by MCS, substantive action is taken & reply sent by them. While sending their queries/grievances, investors should invariably quote the application no., folio no., certificate no., subject matter, etc. They should also indicate their full address including pin code and telephone / fax no. if any.

1.3 The Communication should be legible and preferably typed.

1.4 In case of valuable documents, same may be sent by registered post.

1.5 Please also keep photo-copies of application, share certificates, transfer deed and postal registration slip/acknowledgement etc, to facilitate future reference/queries.

1.6 Any change in the signature should be intimated to Registrar/IFCI with fresh specimen signature duly attested by your banker (to be signed by your Bank Branch official). While attesting, nature of account maintained with them should be indicated.

1.7 NRI shareholder has to furnish RBI approval, where applicable. He shall also give his NRO/NRE bank account number with name and address of the bank to enable remittance of future dividend.

1.8 While reply is generally given within 7 days from the date of receipt of grievance, matters like transmissions/transfers etc. take about 15 days.

1.9 In the case of issue of duplicate shares, since the procedure involved is elaborate, it takes some more time. However, they are issued within 6 weeks from notification of loss & receipt of proper indemnity.

1.10 Investors holding shares in physical form may send their ECS Mandate Form (Annexure XVIII) duly filled in, to the Company's R &TA. However, if the shares are held in dematerialised form, ECS mandate has to be sent to

the concerned Depository Participant (DP) directly, in the format prescribed by the DP.

1.11 The standard forms in which shareholders are required to apply in various matters are given in the Annexures.

2. **Transfer of Shares**

2.1 With effect from December 1, 2015 it has become mandatory for transferee(s) (buyer) as well as for the transferor(s) (seller) to send a photocopy of their PAN Card to the Company/RTAs for registration of transfer of shares in physical form. In case where PAN is not available, i.e. in case of residents of Sikkim, the requirement of PAN Card may be substituted with Identity Proof.

2.2 While sending the shares for transfer, please ensure that the transfer deed (SH-4 as per Annexure-IA) is complete in all respects, particularly the seller's signature, broker's stamp, SEBI registration/code no., required share transfer duty has been paid and the stamps are cancelled. (A format for making request for transfer of shares as per Annexure-I)

2.3 Please ensure that the buyers and sellers have signed at appropriate places and the buyer's address is given in full including pin code, telephone and fax number, if any.

2.4 Please also ensure that transferor has put his signature in full and that all the holder (s) of the share certificate have signed the transfer deed. Please ensure that the signature of transferor is duly witnessed.

2.5 If the transfer deed is signed by the constituted Attorney of transferor, please ensure that registration number of the Power of Attorney registered with IFCI/Registrar is mentioned on the reverse of the transfer deed. Otherwise, the transferor may be requested to have the Power of Attorney immediately registered with IFCI/Registrar before approaching for transfer.

2.6 In case a transferee wishes to have the transfer deed signed by his constituted Attorney, kindly attach the necessary Power of Attorney, duly notarised. Please note to obtain a registration number from IFCI/Registrar. In case the transferee is acting through his constituted Attorney, and his Power of Attorney was already registered with IFCI/Registrar, please note to quote the registration number at appropriate place.

2.7 In case the purchaser is already having an existing folio number, please quote the same in the transfer deed to enable us to register new shares in the same folio number.

2.8 Sales and purchases of shares should be done through a registered share broker of a recognised Stock Exchange.

3. **Transmission of shares in case of death of shareholder**

3.1 Transmission of shares arises in case of death of the registered shareholder. If the shares are held in joint names, the deceased shareholder's name only is deleted. A copy of the death certificate of deceased registered shareholder, duly attested by competent authorities (magistrate, notary public, gazetted officer, managers of nationalised banks) is to be sent to the Registrar /IFCI alongwith the share certificate. (A format for making request for transmission of shares held in joint name as per Annexure-II)

(Formats for making request for transmission of shares held in single name are as per Annexure-III, Annexure IIIA and Annexure - IIIB).

3.2 In case of transmission of securities held in physical mode, where the shares are held in **single name with a nominee**, the following documents will have to be submitted with the Company / Registrar

- (i) Duly signed transmission request form by the nominee;
- (ii) Original or copy of death certificate duly attested by a notary public or by a gazetted officer;
- (iii) Self attested copy of PAN card of the nominee.

3.3 In case of transmission of securities held in physical mode, where the securities are held in **single name without a nominee**, an affidavit made on appropriate non judicial stamp paper to the effect of identification and claim of legal ownership to the shares shall be required and additionally:

A. For value of securities, **threshold limit of upto ₹2 Lakhs only**, as on date of application, one or more of the following documents may be submitted:

1. No Objection Certificate (NOC) from all legal heir(s) who do not object to such transmission or copy of family settlement deed duly notarized or attested by a gazetted officer and executed by all the legal heirs of the deceased holder;
2. Indemnity made on appropriate non judicial stamp paper, indemnifying the Company;

B. For value of securities, threshold limit, **more than ₹2 Lakhs**, as on date of application, succession certificate or probate of will or letter of administration or court decree shall be submitted;

3.4 In case the deceased shareholder had not left any will, transmission of the shares will be effected only on production of succession certificate or letters

of administration (A format for making request for transmission of shares held in single name as per Annexure-III).

3.5 In case transmission is for 500 shares or less the Board/Stakeholders Relationship Committee (SRC) may in its absolute discretion, not insist upon probate/will/letter of administration, provided an affidavit/Indemnity is furnished by the heirs of the deceased shareholder.

4. **Transposition (Change in the order of holders)**

4.1 Transposition can be resorted to change the order of holders of the shares inter-se i. e. the first holder may become second holder or third holder and vice versa. All requests for transposition should be sent to Registrar alongwith the duly filled in transfer deed (SH-4 as per Annexure-IA) without any stamping. Transfer deed should be signed by all the holders. Request for Transposition will be entertained only if it is for all the shares held in a particular folio. (A format for making request for transposition as per Annexure-IV)

5. **Issue of duplicate share certificate**

5.1 **In case of defaced/damaged share certificate(s)**

5.1.1 Duplicate share certificate (s) are issued in lieu of defaced / damaged share certificates.

5.1.2 The defaced/damaged share certificates may be sent to Registrar with a request to issue duplicate certificate(s) (A format for making request for issue of duplicate share certificate(s) in lieu of defaced/damaged share certificate(s) as per Annexure-V).

5.2 **In case of theft or loss (other than postal loss) of certificate(s).**

5.2.1 The loss of share certificate (s) shall be reported immediately to IFCI/Registrar alongwith certificate No./folio no. and distinctive nos. to enable us to stop transfer of such shares.

5.2.2 A complaint shall have to be lodged with the local police station about the loss of certificate (s) and a copy of the FIR shall be obtained and furnished to Registrar/IFCI promptly.

5.2.3 Simultaneously, Civil court should be approached for obtaining an order restraining IFCI/Registrar from transferring such shares.

5.2.4 The request for issue of duplicate share certificate(s) shall be sent to IFCI/Registrar alongwith Letter of Indemnity in the prescribed form duly stamped and a Letter of Surety, if required as also a demand draft/Cheque for ₹200/- per share certificate to meet a part of the cost of publishing

advertisements in newspaper by way of public notice. (A format for making request for issue of duplicate share certificate(s) in case of theft/loss as per Annexure-VI).

5.2.5 In case a duplicate share certificate is to be issued for 500 or more shares, resourcefulness of the sureties has to be established.

5.3 **In case of postal loss of certificate(s)**

5.3.1 In case the share certificate (s) have been lost in postal transit or not received due to postal disorder, duplicate share certificate(s) will be issued on receipt of letter of Indemnity, Letter of Surety, if required, and advertisement cost alongwith request letter. (A format for making request for issue of duplicate share certificate(s) in case of postal loss of certificates as per Annexure-VII).

5.3.2 Duplicate share certificate (s) will be issued only after necessary notification regarding loss/non-receipt of the original share certificates is given in the newspapers if required, as per Company's Policy. Generally, the notification is given once in 2 months.

5.3.3 In case of loss of shares by a 3rd party i. e. Buyer/broker of the shares, duplicate share certificate can be issued provided the buyer/broker furnishes an indemnity from the registered share holder (seller) alongwith a duly executed transfer deed in his favour or alternately on production of a court order.

5.3.4 Duplicate share certificate will not be issued if the original share certificate is received alongwith duly executed transfer deed from third party.

Note: 1. A fee of ₹30/- per certificate be charged by the company for issue of duplicate share certificate in case of lost/ destroyed share certificate.

2. A fee of ₹40/- per certificate be charged by the Company for splitting or consolidation of share certificate(s); or in replacement of share certificate(s) that are defaced, mutilated, torn or old, decrepit or worn out.

6. **Issue of duplicate dividend warrant (s)**

6.1 Dividend warrants are despatched within 30 days after the dividend is declared at the Annual General Meeting (AGM) by the shareholders or interim dividend is declared by the Board of Directors.

6.2 Shareholders who do not receive the dividend warrants within a reasonable time, shall have to apply for duplicate warrant (s) / or issue of Demand Drafts quoting the relevant folio no. and certificate nos. (A format for

making request for issue of duplicate dividend warrant as per Annexure-VIII)

6.3 Duplicate warrants / Demand Drafts will be issued after reconciling the Bank statement and after it is found that the said warrant(s) have not been encashed.

7. **Revalidation of dividend warrants**

7.1 On expiry of the validity period, the warrant(s) need to be sent to IFCI/Registrar for revalidation/issue of Duplicate warrant(s) / Demand Drafts (A format for making request for revalidation of dividend warrant as per Annexure-IX).

8. **Correction of mistakes in share certificate(s)/dividend warrant(s)**

8.1 Requests for correction in share certificates/dividend warrants duly signed by all the holders may be sent alongwith the original document to the Registrar/IFCI (A format for making request for correction in share certificate(s)/dividend warrant(s) as per Annexure-X).

9. **Change of address/Bank details**

9.1 In case of shareholders holding shares in physical form request for change in address/bank details will be entertained only if it is in writing and signed by first shareholder indicating their folio number. (A format for making request for change of address / bank details as per Annexure-XI/XII respectively).

In case of shareholders holding shares in demat form, request for change in address should be given to their respective DP.

9.2 **Change of signatures**

For request of change in signatures , the investor should write to the R &TA quoting his folio number and send the new signature (s) duly attested by the concerned Bank Manager.

Shareholders holding shares in demat form are requested to contact their respective Depository Participant (DP) for the aforesaid purpose.

9.3 **Gifting of shares**

For gifting of shares, the procedure is the same as that of transfer of shares. A letter addressed by the investor that he wants to gift the shares alongwith the share transfer deed and certificates has to be sent to R&TA. Signature has to be attested/ notarized.

10. **Change in the names of shareholders**

10.1 **Change in the names of individuals**

10.1.1 Requests for change of names shall be made together with original certificate alongwith a copy of notification in Official Gazette or a newspaper or an affidavit drawn on stamp paper of appropriate value (₹10/-) duly sworn (A format for making request for change of name of individuals holder as per Annexure-XIII).

10.1.2 The fresh specimen signature duly attested by your banker shall also have to be submitted to IFCI/Registrar.

10.2 **Change in the name consequent upon marriage/divorce**

10.2.1 For effecting the change of name consequent upon marriage/divorce, etc., the original certificate together with a copy of marriage certificate/decreed of divorce duly attested by competent authorities (Please see Section 3.1 for competent authorities) shall have to be forwarded to IFCI /Registrar (A format for making request for change of name consequent upon marriage/divorce as per Annexure-XIV)

10.2.2 Fresh specimen signature, duly attested by a banker, shall also have to be submitted to IFCI/Registrar.

10.3 **Change in the name of Companies**

10.3.1 Companies desirous of changing the name in which the share certificate has been issued shall have to furnish a certified copy of the fresh Certificate of Incorporation issued by the Registrar of companies along with the original share certificate (A format for making request for change of name of company holding shares as per Annexure-XV).

11. **Split and Consolidation**

11.1 Shareholders desirous of splitting/ consolidating their shares may forward the share certificates with written request duly signed by all the holders (A format for making request for splitting/consolidating shares as per Annexure-XVI/XVII respectively).

12. **De-materialisation of shares**

12.1 To convert the shares into demat form, the shareholders have to open a Depository Account with a Depository Participant (DP).

12.2 In the demat process, the shareholders are required to surrender the certificates to IFCI/Registrar **through** DP, which will be verified and if

found in order, will be dematerialised and equivalent number of shares will be credited by DP to the account of the shareholder.

12.3 **Advantages to shareholder on holding demat shares**

12.3.1 No damage or loss of certificate like loss in postal transit when one applies for shares in public issue.

12.3.2 Cases of forgery or tearing or mutilation of share certificate(s) are eliminated.

12.3.3 Once a shareholder opens an account with a DP, he can buy or sell shares in electronic form without any paperwork and without paying stamp duty as applicable to scrip based transaction.

13. **Unclaimed / Unpaid dividend:**

Prior to amendment of Section 205A and enactment of Section 205C by the Companies (Amendment) Act 1999, companies were required to transfer to the General Revenue Account of the Central Government, any moneys transferred to the 'unpaid dividend account' and which remained unpaid or unclaimed for a period of 3 years from the date of transfer to the unpaid dividend account. With effect from October 31, 1998, any moneys to the 'unpaid dividend account' of the Company and remaining unpaid or unclaimed for a period of 7 years from the date it becomes due, shall be transferred to the Investor Education & Protection Fund (IEPF). **Investors are requested to note that no claims shall lie against the company or IEPF for any moneys transferred to IEPF for any moneys transferred to IEPF in accordance with the provisions of Section 205C of the Companies Act, 1956.**

14 **Nomination:**

Shareholders desirous of making nomination in respect of the shares held by them, whereby all the rights in respect of the shares held by them, will vests with the nominee in the event of his/her death. The shareholders can make request for nomination as per Form SH-13 at Annexure-XIX.

15 **Shareholders General Rights**

- To receive not less than 21 days notice of general meetings unless consented for a shorter notice.
- To receive copies of Balance Sheet and Profit and Loss Account alongwith all annexures / attachments (generally known as Annual Report)
- To receive dividends and other corporate benefits like bonus, rights etc. once approved.

- To inspect statutory registers and documents as permitted under law.
- To exercise his/her right to vote by electronic means.
- To demand poll on any resolution at a general meeting in accordance with the provisions of the Companies Act, 2013.
- To receive notice and forms for Postal ballots in terms of the provisions of the Companies Act, 2013 and the concerned Rules there under.
- To participate and vote at General Meetings either personally or through proxy (proxy can vote only in case of poll)
- To require the Board of directors to call an extraordinary general meeting in accordance with the provisions of the Companies Act, 2013.

16 **Duties/ Responsibilities of Investors**

- To respond to communications of SEBI/ Depository/Depository Participant /Brokers/ Sub- brokers/other intermediaries/Company, seeking investor feedback / comments.
- To remain abreast of corporate developments, company specific information and take informed investment decision(s).
- To respond to communications seeking shareholders' approval through Postal Ballot.
- To be aware of relevant statutory provisions and ensure effective compliance therewith.
- To participate effectively in the proceedings of shareholders' meetings.
- Not to indulge in fraudulent and unfair trading in securities nor to act upon any unpublished price sensitive information.

17 **Green Initiative**

Ministry of Corporate Affairs (MCA) has taken "green initiative in corporate governance" by allowing paperless compliance by the companies. In order to support the said initiative your company sent copies of Annual Report through e-mail to those members whose e-mail id had been provided by them through their DP's / R&TA.

The investors may update their e-mail ID with the Company/R&TA to support the green initiative and promote paperless communication.

INDEX OF ANNEXURES

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Name :
Address :
Pin code :
Tel. No. :
Fax No. :
E-mail ID :

Asst. Vice-President,
MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase – I,
New Delhi-110 019.

Unit: IFCI LTD: Equity Shares

Dear Sir,

Folio No. _____

Certificate No. _____

Subject: Request for transfer of shares

I/We forward herewith _____ no. of share certificates alongwith

Duly completed transfer deed(s) for transfer of the same in my/our name(s). On registration, the same may be forwarded to my/our above mentioned address.

Yours faithfully,

{Signature of holder (s)}

Encl: as above.

Form No. SH-4
Securities Transfer Form
[Pursuant to section 56 of the Companies Act, 2013 and sub-rule (1) of rule 11 of the
Companies (Share Capital and
Debentures) Rules 2014]

Date of execution.....

FOR THE CONSIDERATION stated below the “Transferor(s)” named do hereby transfer to the “Transferee(s)” named the securities specified below subject to the conditions on which the said securities are now held by the Transferor(s) and the Transferee(s) do hereby agree to accept and hold the said securities subject to the conditions aforesaid.

CIN:

Name of the company (in full):

Name of the Stock Exchange where the company is listed, if any:

DESCRIPTION OF SECURITIES:

Kind/ Class of securities (1)	Nominal value of each unit of security (2)	Amount called up per unit of security (3)	Amount paid up per unit of security (4)

No. of securities being transferred		Consideration received (₹)	
In figures	In words	In words	In figures

Distinctive number	From						
	To						
Corresponding Certificates Nos.							

Transferor’s Particulars-

Registered Folio Number	Name (s) in full	Signature(s)
1.		
2.		
3.		

I, hereby confirm that the transferor has signed before me.

Signature of witness Name and Address:

Transferee's Particulars

Name in full	Father's/ Mother's/ Spouse name	Address & E-mail id	Occupation	Existing folio No., if any	Signature
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					

Folio No. of Transferee Specimen Signature of Transferee

Value of stamp affixed: (₹)

Enclosures:

- (1) Certificate of shares or debentures or other securities
- (2) If no certificate is issued, letter of allotment.
- (3) Others, specify.....

Stamps:

<p>For office use only</p> <p>Checked by.....</p> <p>Signature tallied by.....</p> <p>Entered in the Register of Transfer on vide Transfer No.....</p> <p>Approval Date.....</p> <p>Power of attorney/Probate/Death Certificate/Letter of Administration</p> <p>Registered on at No.....</p>

On the reverse page of the certificate

Name of the Transferor	Name of the Transferee	No. of Shares	Date of Transfer	Signature of Authorized Signatory
.....

Annexure-II

Name :
Address :
Pin code :
Tel. No. :
Fax No. :
E-mail ID :

Asst. Vice-President,
MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase – I,
New Delhi-110 019.

Unit : IFCI LTD : Equity Shares

Dear Sir,

Folio No. _____

Certificate No. _____

Subject: Request for transmission of shares in
Case of death of shareholder- joint holding

I/We the surviving shareholder(s) forward the following documents for deletion of name of shareholder Shri/Smt. _____ from the share certificate(s) who has since expired :

1. An attested copy of the death certificate.
2. Original share certificate(s).

Kindly return of certificate(s) after noting the death of the joint shareholder.

Yours faithfully,

{Signature of holder (s)}

Encl: as above.

Annexure-III

Name :
Address :
Pin code :
Tel. No. :
Fax No. :
E-mail ID :

Asst. Vice-President,
MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase – I,
New Delhi-110 019.

Unit : IFCI LTD : Equity Shares

Dear Sir,

Folio No. _____

Certificate No. _____

Subject : Request for transmission of shares in
case of death of shareholder- single holder (with nominee).

I/We forward herewith the above share certificate (s) alongwith the following documents for transmitting the shares in my/our name(s):

1. Duly signed Transmission Request Form
2. Original / Copy of Death Certificate duly attested by a notary public or by a gazetted officer
3. Self-Attested copy of PAN Card

I/we also forward my/or specimen signature duly attested by my/our banker.

Yours faithfully,

{Signature of beneficiary/beneficiaries}

Encl: as above.

Request for Transmission in case the value of shares is upto ₹2 Lakhs.

Name :
Address :
Pin code :
Tel. No. :
Fax No. :
E-mail ID :

Asst. Vice-President,
MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase – I,
New Delhi-110 019.

Unit : IFCI LTD : Equity Shares

Dear Sir,

Folio No. _____

Certificate No. _____

Subject : Request for transmission of shares in
case of death of shareholder- single holder (without nominee).

I/We forward herewith the above share certificate (s) alongwith copy of Self Attested PAN Card and the following documents:

1. An affidavit made on appropriate non judicial stamp paper to the effect of identification and claim of legal ownership to the shares
2. No Objection Certificate (NOC) from all legal heir(s) who do not object to such transmission or copy of family settlement deed duly notarised or attested by a gazetted officer and executed by all the legal heir(s) of the deceased holder.
3. Indemnity made on appropriate non-judicial stamp paper indemnifying the Company

I/we also forward my/or specimen signature duly attested by my/our banker.
Yours faithfully,

{Signature of beneficiary/beneficiaries}

Encl: as above.

Request for Transmission in case the value of shares is above ₹2 Lakhs.

Name :
Address :
Pin code :
Tel. No. :
Fax No. :
E-mail ID :

Asst. Vice-President,
MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase – I,
New Delhi-110 019.

Unit : IFCI LTD : Equity Shares

Dear Sir,

Folio No. _____

Certificate No. _____

Subject : Request for transmission of shares in
case of death of shareholder- single holder (without nominee).

I/We forward herewith the above share certificate (s) alongwith copy of PAN Card and the succession certificate or probate of will or letter of administration or decree.

I/we also forward my/or specimen signature duly attested by my/our banker.

Yours faithfully,

{Signature of beneficiary/beneficiaries}

Encl: as above.

Annexure-IV

Name :
Address :
Pin code :
Tel. No. :
Fax No. :
E-mail ID :

Asst. Vice-President,
MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase – I,
New Delhi-110 019.

Unit : IFCI LTD : Equity Shares

Dear Sir,

Folio No. _____

Certificate No. _____

Subject : Request for transposition-change in order of holders.

We forward herewith the above mentioned original share certificate(s) alongwith duly completed transfer deed (s) for transposition i. e. Change in order of names of registered holders.

Original order as stated in the share certificate(s).

- 1.
- 2.
- 3.

Proposed order:

- 1
- 2.
- 3.

Kindly return the certificate(s) at the above address after doing the needful.

Yours faithfully,

{Signature of holder(s)}

Encl: as above.

(Note :No Stamping required for transfer deed in case of transposition)

Annexure-V

Name :
Address :
Pin code :
Tel. No. :
Fax No. :
E-mail ID :

Asst. Vice-President,
MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase – I,
New Delhi-110 019.

Unit : IFCI LTD : Equity Shares

Dear Sir,

Folio No. _____

Certificate No. _____

Subject : Request for issue of duplicate share certificate(s) in lieu of defaced/damaged share certificate(s).

I/We forward herewith the above mentioned share certificate(s) which is /are defaced/damaged. You are requested to issue me/us duplicate share certificate(s) against the defaced/damaged certificate(s).

Yours faithfully,

{Signature of holder(s)}

Encl:

1. Share Certificate
 2. Cheque/Demand Draft of ₹40/- per share certificate if favour of IFCI Ltd.
-

Annexure-VI

Name :
Address :
Pin code :
Tel. No. :
Fax No. :
E-mail ID :

Asst. Vice-President,
MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase – I,
New Delhi-110 019.

Unit : IFCI LTD : Equity Shares

Dear Sir,

Folio No. _____

Certificate No. _____

Subject : Request for issue of duplicate share certificate(s) in case of theft or loss (other than postal loss)

This is to inform you that the above share certificate(s) has/have been lost/stolen. In this connection, I/we, request you to "stop-transfer" of the shares. I/we forward the following documents to enable you to consider issue of duplicate s/c in my/our favour:-

1. Attested copy of the FIR lodged with the police station.
2. Letter of Indemnity (form given at Appendix I)
And Surety, if required (form given at Appendix II)
3. Demand Draft for ₹200/- per certificate in favour of IFCI Ltd, New Delhi to meet a part of the cost of advertisement.
4. Cheque/Demand Draft of ₹30/- per share certificate in favour of IFCI Ltd.

I/We an/are in the process of obtaining an order from the Civil Court restraining you from effecting transfer of these shares which will be forwarded to you in due course.

Yours faithfully,

{Signature of holder(s)}

Encl: as above.

Annexure-VII

Name :
Address :
Pin code :
Tel. No. :
Fax No. :
E-mail ID :

Asst. Vice-President,
MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase – I,
New Delhi-110 019.

Unit : IFCI LTD : Equity Shares

Dear Sir,

Folio No. _____

Certificate No. _____

Subject : Request for issue of duplicate share certificate(s) (in case of postal loss)

I/We understand that the share certificate(s) forwarded by you by post have been lost in transit. I/ We, therefore, request you to "stop-transfer" of the said shares and issue me/us the duplicate share certificate(s). In this connection, I/We forward the following:

1. Letter of Indemnity (form given at Appendix I)
And Surety, if required (form given at Appendix II)
2. Demand Draft of ₹200/- per certificate, in favour of IFCI Ltd. New Delhi to meet a part of the cost of advertisement.
3. Cheque/Demand Draft of ₹30/- per share certificate in favour of IFCI Ltd.

Yours faithfully,

{Signature of holder(s)}

Encl: as above.

Name :
Address :
Pin code :
Tel. No. :
Fax No. :
E-mail ID :

Asst. Vice-President,
MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase – I,
New Delhi-110 019.

Unit : IFCI LTD : Equity Shares

Dear Sir,

Folio No. _____

Certificate No. _____

Subject : Request for issue of duplicate dividend warrant / Demand Draft in lieu of original Dividend Warrant.

I/We have not received dividend for the year _____ kindly arrange to send us the duplicate dividend warrant.

Yours faithfully,

{Signature of holder(s)}

Encl: as above.

Name :
Address :
Pin code :
Tel. No. :
Fax No. :
E-mail ID :

Asst. Vice-President,
MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase – I,
New Delhi-110 019.

Unit : IFCI LTD : Equity Shares

Dear Sir,

Folio No. _____

Certificate No. _____

Subject : Revalidation of dividend warrant

I/We forward herewith dividend warrant no. _____
dated _____ for ₹ _____ for revalidation as the validity
of the instrument has expired. Please send the revalidated dividend warrant at the
above address.

Yours faithfully,

{Signature of holder(s)}

Encl: as above.

Annexure- X

Name :
Address :
Pin code :
Tel. No. :
Fax No. :
E-mail ID :

Asst. Vice-President,
MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase – I,
New Delhi-110 019.

Unit : IFCI LTD : Equity Shares

Dear Sir,

Folio No. _____

Certificate No. _____

Subject : Request for correction in share certificate/dividend warrant

I/We advise that the following mistakes have been observed in share certificate (s) /dividend warrant no. _____. I/We forward the original documents (s) for correction:

[Indicate type of mistake/correction required]

Duly corrected documents (s) may be forwarded to me/us.

Yours faithfully,

{Signature of first holder(s)}

Encl: as above.

Annexure- XI

Name :
Address :
Pin code :
Tel. No. :
Fax No. :
E-mail ID :

Asst. Vice-President,
MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase – I,
New Delhi-110 019.

Unit : IFCI LTD : Equity Shares

Dear Sir,

Folio No. _____

Certificate No. _____

Subject : Request for change of address

I/We request you to note our new address in your records.

New Address :

1. Proof of Address to be enclosed.

Yours faithfully,

{Signature of first holder(s)}

Encl: as above.

Annexure- XII

Name :
Address :
Pin code :
Tel. No. :
Fax No. :
E-mail ID :

Asst. Vice-President,
MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase – I,
New Delhi-110 019.

Unit : IFCI LTD : Equity Shares

Dear Sir,

Folio No. _____

Certificate No. _____

Subject : Request for change in Bank mandate

I/We hereby revoke the earlier mandate given to you regarding crediting the dividend payable to me/us in respect of IFCI Shares held by me/us and authorise you to credit the same in the following account:

New Account No.:

Name of Bank :

Name of Branch :

Address of Branch :

IFSC Code:

Yours faithfully,

{Signature of holder(s)}

Encl: as above.

Annexure- XIII

Name :
Address :
Pin code :
Tel. No. :
Fax No. :
E-mail ID :

Asst. Vice-President,
MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase – I,
New Delhi-110 019.

Unit : IFCI LTD : Equity Shares

Dear Sir,

Folio No. _____

Certificate No. _____

Subject : Request for change in name of the holder-Individual

I/We request you to make necessary corrections in your record about the change in my /our name(s). In this connection, I/We forward the following documents:

1. Original share certificate (s)
2. Attested copy of notification published in Official Gazette or a newspaper or an affidavit, duly sworn.
3. Old specimen signature.
4. New specimen signature duly attested by my/our Banker.

Yours faithfully,

{Signature of holder(s)}

Encl: as above.

Certificate

Certified that the above signatures have been verified and found in order as per our records.

(Signature of Bank Official with Stamp)

Name :
Address :
Pin code :
Tel. No. :
Fax No. :
E-mail ID :

Asst. Vice-President,
MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase – I,
New Delhi-110 019.

Unit : IFCI LTD : Equity Shares

Dear Sir,

Folio No. _____

Certificate No. _____

Subject : Request for change in name consequent to change in marital status

I forward herewith the following documents for change in my name consequent upon change in my marital status:

- 1 Original share certificate (s)
- 2 Attested copy of marriage certificate or decree of divorce issued by competent authority.
- 3 Old specimen signature.
- 4 New specimen signature duly attested by my Banker.

Kindly make necessary changes in the certificate and forward the same to me/us at the above address.

Yours faithfully,

{Signature of holder(s)}

Encl: as above.

Certificate

Certified that the above signatures have been verified and found in order as per our records.

(Signature of Bank Official with Stamp)

Name :
Address :
Pin code :
Tel. No. :
Fax No. :
E-mail ID :

Asst. Vice-President,
MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase – I,
New Delhi-110 019.

Unit : IFCI LTD : Equity Shares

Dear Sir,

Folio No. _____

Certificate No. _____

Subject : Request for change in name of Company

We advise you that the name of the company has since been changed to

We, therefore, request you to make necessary changes in your records. In this connection, we forward herewith the following documents:

1. Original share certificate(s)
2. Certified copy of fresh Certificate of Incorporation issued by the Registrar of Companies.

Yours faithfully,

{Authorised Signatory}

Encl: as above.

Annexure- XVI

Name :
Address :
Pin code :
Tel. No. :
Fax No. :
E-mail ID :

Asst. Vice-President,
MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase – I,
New Delhi-110 019.

Unit : IFCI LTD : Equity Shares

Dear Sir,

Folio No. _____

Certificate No. _____

Subject : Request for split certificates

I/ We am/are holding _____ number of shares of IFCI in consolidated form. I/We now request you to issue me/us certificate in marketable lots of 100 shares each. I/We are sending the original certificate (s) for further action.

Yours faithfully,

{Authorised Signatory}

Encl: as above.

Annexure- XVII

Name :
Address :
Pin code :
Tel. No. :
Fax No. :
E-mail ID :

Asst. Vice-President,
MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase – I,
New Delhi-110 019.

Unit : IFCI LTD : Equity Shares

Dear Sir,

Folio No. _____

Certificate No. _____

Subject : Request for consolidation of share certificates

I/ We am/are holding _____ number of shares certificates of IFCI.
I/we wish to consolidate my/our holdings.

Please issue me/us consolidated share certificate(s) as against multiple share certificates issued to me/us. The original share certificates are enclosed herewith.

Yours faithfully,

{Authorised Signatory}

Encl: as above.

**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:

I/We,....._..... the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made)

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

(2) PARTICULARS OF NOMINEE/S -

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

(3) IN CASE NOMINEE IS A MINOR—

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

(4) PARTICULARS OF NOMINEE IN CASE MINOR NOMINEE DIES BEFORE ATTAINING AGE OF MAJORITY -

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

Name:
Address:

Name of Security Holder(s)

Signature

Witness with name

Letter of Indemnity

To,

[]

[]

IFCI LTD.,
IFCI Tower,
61, Nehru Place,
New Delhi-110 019.

WHEREAS

(1) I/We _____ (Name (s) of holder(s)
applicant(s) _____ is/are the holder of _____
Shares bearing Distinctive Nos. _____ of IFCI
Ltd.

(2) I/We hereby represent to IFCI that the original Certificate(s) in respect of the said shares
has/have been lost/misplaced and the same cannot be found.

(3) I/We _____

have applied to IFCI for duplicate Certificate(s).

In consideration of IFCI issuing /agreeing to issue such duplicate Certificate(s).

I/We _____

and + (Name of Surety) _____ for
ourselves, our respective heirs, executors and administrators do hereby jointly and severally
covenant with IFCI, its successors and assigns that we and our heirs, executors and administrators
respectively will at all times and from time to time save, defend and keep harmless and indemnified
IFCI, its successors and assigns and the Directors and Officers thereof and their respective heirs,
executors and administrators and their and each of their estates and effects from and against all
actions, causes, suits, proceedings, accounts. Claims and demands whatsoever on account of the
said shares or any of them or the loss or non-production of the Certificate(s) thereof on the part of
any person or person(s) whomsoever and against all damages, cost, charges, expenses and sums of
money incurred in respect thereof or otherwise in relation to the premises and I/We the said

and + _____
Undertake on demand by IFCI to return and re-deliver such duplicate Certificate(s) and without such
demand to produce and return to IFCI the original, certificate(s) when found or traced and to take all
action, suits and proceedings at our own cost as IFCI shall require for the recovery thereof or other
wise in relation to the premises.

Dated this _____ day of _____ 20 _____
(Date) (Month)

Signature(s) of holders) applicant(s)

Signature of Surety

Note: this will have to be executed on a Non-judicial stamp paper of ₹100/-

SURETY FORM

(Form to be signed by surety proposed for Indemnity Agreement)

Private & confidential

NAME OF SURETY : _____

(In full)

PERMANENT RESIDENTIAL ADDRESS : _____

Pin _____

AGE : _____ years Permanent Income Tax No. : _____

- A person cannot stand as Surety for Spouse/family member
- Furnish documentary evidence
-

(Fill any one or more of the following boxes, whichever is applicable)

A Details of employment

1) Name of employer : _____

2) Place of employment : _____

3) Annual Salary : _____

4) Other emoluments : _____

AND / OR

B Details of Immovable property owned

(Absolutely in own name and not as a member of a joint & undivided Hindu Family. Specify whether consisting of houses or mere lands)

- 1) Within Municipal Limits : _____
- 2) Situation : _____
: _____
- 3) Value : _____
- 4) Annual rent realized : _____

AND/OR

C Details of business owned

(Absolutely in own name and not as a partner)

- 1) Nature of business and location : _____
- 2) Annual Turnover : _____
- 3) Annual profits : _____

Signature of Surety

Date: _____ 200 _____

Witnessed by :

Full name and address of Bank Manager /Employer

_____ Pin

signed in the presence of

(Bank Manager / Employer)