

Feb 5, 2022

Dear Shareholders,

Subject- Issuance of shares in dematerialized form in case of Investor Service Request

Please take note that Securities & Exchange Board of India (SEBI) vide its circular dated Jan 24, 2022 has decided that all listed companies shall henceforth issue shares in dematerialized form only while processing the following service requests from shareholders/claimant with respect to shares held in physical form:

- i. Issue of duplicate share certificates
- ii. Renewal/Exchange of share certificates
- iii. Endorsement
- iv. Sub-division/Splitting of share certificates
- v. Consolidation of share certificates
- vi. Transmission
- vii. Transposition

Shareholders/Claimants are requested to submit duly filled up Form ISR-4, enclosed as **Annexure-A** alongwith documents/details specified therein. Please take note for item nos. ii to vii as above original share certificates need to be submitted to the company's RTA for processing of service requests.

The RTA shall verify and process the service requests and thereafter issue a 'Letter of Confirmation' in lieu of physical certificate(s) to the shareholder/claimant within 30 days of its receipt such request after removing objections, if any.

The 'Letter of Confirmation' shall be valid for a period of 120 days from the date of its issuance within which the shareholder/claimant shall make a request to the Depository Participant for dematerializing the said shares.

In case the shareholder/claimant fails to submit the demat request within the said aforesaid period, RTA shall arrange to credit the shares to the Demat Suspense Account of the company.

Shareholders are requested to note procedures and additional documents required for processing service request with regard to item no. i and vi above which are enclosed as **Annexure-B**.

Shareholders are requested to submit the service requests as aforesaid to the company's RTA.

Yours faithfully,

For B&A Ltd

D. Chowdhury

Company Secretary

Contact details of RTA

MCS Share Transfer Agent Limited, 383, Lake Gardens, 1st Floor, Kolkata - 700045

Phone +91 33 4072 4051 (3 lines) E-mail: mcssta@rediffmail.com

Form ISR-4

(see circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

Request for issue of Duplicate Certificate and other Service Requests

(for Securities - Shares / Debentures / Bonds, etc., held in physical form)

Date: ___ / ___ / ____

A. Mandatory Documents / details required for processing all service request:

I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer Company (tick ✓ as relevant, refer to the instructions):

- Demat Account No. (If available):

Provide Client Master List (**CML**) of your Demat Account from the Depository Participant*

- Provide the following details, if they are not already available with the RTA (see [SEBI circular dated November 03, 2021](#) in this regard)

PAN	Specimen Signature
Nomination / Declaration to Opt-out	

* (Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your **CML**). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use [Form ISR-1](#) in [SEBI circular dated November 03, 2021](#).

B. I / We request you for the following (tick ✓ relevant box)

Issue of Duplicate certificate	Claim from Unclaimed Suspense Account
Replacement / Renewal / Exchange of securities certificate	Endorsement
Sub-division / Splitting of securities certificate	Consolidation of Folios

Consolidation of Securities certificate	Transmission
Transposition (<i>Mention the new order of holders here</i>)	

C. I / We are enclosing certificate(s) as detailed below:**

Name of the Issuer Company	
Folio Number	
Name(s) of the security holder(s) as per the certificate(s)	1. 2. 3.
Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

** Wherever applicable / whichever details are available

D. Document / details required for specific service request:

- I. Duplicate securities certificate
- II. Claim from Unclaimed Suspense Account

Securities claimed	(in numbers) (in words)
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- III. Replacement / Renewal / Exchange of securities certificate
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- IV. Endorsement
- V. Sub-division / Splitting of securities certificate
- VI. Consolidation of securities certificate/Folios
- VII. Transmission

VIII. Transposition

Provide / attach original securities certificate(s) for request for item numbers III to VIII above.

Declaration: All the above facts stated are true and correct to best of my / our knowledge and belief.

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature	✓	✓	✓
Name	✓	✓	✓
Full address	✓		
PIN	✓		

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.

A. REQUIREMENTS/ADDITIONAL DOCUMENTATION IN CASE OF ISSUE OF DUPLICATE SHARE CERTIFICATE(S)

A duplicate share certificate shall be issued in lieu of those that are reported lost or destroyed with prior consent of the Board/Committee of Directors and without payment of any fees and on furnishing supporting evidence and indemnity and payment of out of pocket expenses incurred by the company in investigating the evidence produced.

- (i) Indemnity Bond on non-judicial stamp paper with appropriate value
- (ii) Affidavit on non-judicial stamp paper with appropriate value
- (iii) FIR with police station with details of lost/destroyed share certificates

- a. Name
- b. Folio no.
- c. Share Certificate no (s).
- d. Distinctive nos. of shares

- (iv) A notice or advertisement in English should be published in newspaper about the fact of loss of certificate (s).

Format for the required documents are enclosed.

INDEMNITY AND GUARANTEE

(On Non Judicial Stamp Papers of Rs.500/-)

To
The Board of Director

Date

.....

Dear Sirs,

FOLIO NO -

Re : Loss of share certificate

Nos.....for.....Ordinary/Preference shares bearing distinctive

Nos.....to..... in hereinafter
called "Company"

With reference to the above and my/our application for duplicate share certificate/s in respect thereof and in consideration of the company issuing me fresh certificate/s in respect thereof, I/We severally and jointly hereby undertake as from the date hereof to indemnify and keep and hold the company harmless and indemnified against all charges, costs, expenses, actions, claims, suits or demands of any loss whatsoever arising directly or indirectly in consequence of issue of the duplicate share certificate/s or howsoever otherwise including registration in the company/s books of a transfer of the shares or any of them without production of the original certificate/s above referred to I/We also hereby undertake in the event of said original share certificate/s being found to return the same to you.

Yours faithfully,
Name, address & occupation
of the applicant

(Signature of the Witness
with full address
name & occupation)

G U A R A N T E E

We ,.....join in the above request guarantee
the performance by the above named.....of the
above undertaking

Dated.....20

.....

Guarantor's Signature

,.....

Signature of Witness

Name.....

Name.....

Occupation

Occupation.....

Address.....

Address.....

,.....

.....

AFFIDAVIT

(On Non Judicial Stamp Paper of Rs.200/-) (Duly Notarised)

In the matter ofshare certificate/s
Nos.,.....for Ordinary/Equity Shares
Nos.....

Folio No-.....in LIMITED. I/We.....hereby make
oath and say as follows:-

1. I am/we are the lawful owner/s of share certificates No/s
.....for.....ordinary/
Equity shares Nos.....in LIMITED.

2. The aforesaid share certificate/s was/were as far as I/we can
remember.

(Here mention the circumstances how lost)

3. I/We have not sold or pledged or otherwise disposes of the said
shares or any of them to any person Name or other party since the date of
my/our.....and I am/we are now the sole and
absolute owner/s of the said shares.

4. The statements made herein before are true and correct to the
best of my knowledge and belief.

Sworn atby the above mentioned deponent
this.....day of2010 before me.

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(PROFORMA FOR PAPER ADVERTISEMENT)

N O T I C E

Notice is hereby given that Certificate(s) No(s)

...../.....
.....forEquity Shares Rs. 10/-
each Nos..... in Limited.
, Standing in the name(s) of
.....

has/have been lost and that an application for the issue of duplicate certificate(s) in respect thereof has been made to the Company to whom any objection should be made within one month from the date of this announcement. The Public are cautioned against dealing in any way with these shares.

Dated day of
Place

B. REQUIREMENTS/ ADDITIONAL DOCUMENTATION IN CASE OF TRANSMISSION OF SHARES

(a) Where the securities are held in single name with a nominee:

- (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.

(b) Where the securities are held in single name without a nominee, an affidavit from all legal heir(s) made on appropriate non judicial stamp paper, to the effect of identification and claim of legal ownership to the securities shall be required;

Provided that in case the legal heir(s)/claimant(s) is named in the succession certificate or probate of will or will or letter of administration, an affidavit from such legal heir(s) / claimant(s) alone would be sufficient.

Provided further that:

(i) for value of securities, threshold limit of up to rupees two lakh only, per listed entity, as on date of application, a succession certificate or probate of will or will or letter of administration or court decree, as may be applicable in terms of Indian Succession Act, 1925 may be submitted :

Provided that in the absence of such documents, the following documents may be submitted:

1. no objection certificate from all legal heir(s) who do not object to such transmission or copy of family settlement deed duly notarized and executed by all the legal heirs of the deceased holder;
2. an indemnity bond made on appropriate non judicial stamp paper, indemnifying the Share Transfer Agent / listed entity;

(ii) for value of securities, more than rupees two lakh, per listed entity, as on date of application, a succession certificate or probate of will or will or letter of administration or court decree, as may be applicable in terms of Indian Succession Act, 1925 shall be submitted;

Format for the required documents as mentioned in (b) above are enclosed.

A F F I D A V I T

(Non-Judicial Stamp Paper For Rs. 50/-)

Name and Registered Address of the Company
:.....

.....

Claimant Name(s) & Address :

I/We _____ resident of _____
do hereby solemnly affirm and declare as under :

1. That _____ equity shares in _____ Ltd comprised in the share certificate No(s). _____ bearing Distinctive No. from _____ to _____ of the face value of Rs.10/- each are standing registered in the name of _____ in the books of the above Company,

2. That _____ died intestate on _____.

3. That _____ left behind the following heirs:

--	Srl	Name		Residing at		Relation to		Age
	No.					Deceased		
	(Years)							

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4.a) That the above mentioned Shares were the separate and self-acquired property of the deceased.

b) That the late Shri/Smt. has not sold transferred, pledged or otherwise disposed the said shares.

5. That under the Hindu Succession Act, the persons mentioned in paragraph 3 above are entitled to inherit the aforesaid _____ shares severally/jointly.

6. That the deceased _____ has left no other heir(s) than those mentioned in paragraph 3 of this affidavit and that the person(s) mentioned in the said paragraph 3 is/are his only legal heir(s).

7. That I/We therefore request the Company to transmit the aforesaid _____ equity shares and register in my/our name(s) in the books of the company without production of Succession Certificate or Letters of Administration or Probate of will and for which deponents/legal heirs of Sl. No. _____ to _____ mentioned at paragraph no.3 have no objection.

1.

2.

3.

Date:

Signature(s) of Deponent(s)

VERIFICATION

We the above named persons verify that the statements contained in the above paragraphs are true to the best of my/our knowledge and belief and that no material fact has been concealed.

1.

2.

3.

Place :

Date :

Signature(s) of Deponent(s)

Before me

Signature and seal of Notary Public/Magistrate

INDEMNITY BOND FOR TRANSMISSION

(Non-Judicial Stamp Paper for Rs.100/-)

Name and Registered Address of the Company

:.....

.....

Claimant Name :

_____ Equity Shares having Distinctive number from _____
to _____ of the face value of Rs.10/- each per share comprised in
the share certificate Nos. _____ registered in the books of the
company in the name of _____ who died on _____ leaving
behind him the following:-

Name	Age	Relationship
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

The above mentioned _____ Equity Shares were the separate and
Self acquired property of the deceased holder. Under the Hindu Succession
Act, the persons mentioned above are the only heirs of the deceased and
entitled to inherit the aforesaid shares solely/jointly.

I/We, therefore, request _____ Limited to transmit the aforesaid
shares standing registered in the name of the deceased to my/our
name(s) and also to pay to me/us any dividend payable on the above shares
by _____ Limited without production of Succession Certificate or
Letters of Administration or Probate.

In consideration of _____ Limited having agreed to comply with my/our request on my/our executing a bond in favour of _____ Limited, I/We. the applicant(s) hereunder for myself/ourselves, my/our heirs, executors, administrators and assigns do hereby jointly and severally covenant with _____ Limited, its successors and assigns that we and each of our heirs, executors, administrators and assigns will, on _____ Limited transmitting and registering the said shares/debentures into my/our name(s) and paying to me/us the dividends, if any, already due, at all times save, defend and keep indemnified _____ Limited, its successors and assigns, its estate and effects, and the Directors, Manager, Company Secretary and Shareholders of _____ Limited and their heirs, executors and assigns from and against all actions, cause(s) of actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said _____ shares and the dividends or any part thereof, or otherwise in connection with the same and from and against all claims, damages, costs, charges, expenses and losses arising in any manner howsoever.

In witness whereof, I/We, the applicant(s) herein have signed and set my/our hand on this day of _____

Signature of Claimant(s)

(Name and Address)

- 1.
- 2.
- 3.

Signature of Witnesses

(Name & Address)

Place :

Date :

We, the undersigned, certify that the above facts are true and bind ourselves as sureties to make good all claims, charges, costs, damages, demands, expenses and losses which _____ Limited may sustain, incur

or become liable for in consequence of claims, charges costs, damages, demands, expenses and losses from our persons or our properties, as the case may be.

1.

2.

3.

Place : Signature of Surety (Name and Address)

Date :

Signature of Witnesses (Name & Address)