

## Transfer of Shares – Procedure

1. The Share Certificate(s), along with the duly completed and stamped Share Transfer Form(s), should be sent to Registrar and Transfer Agent (RTA) of the Company.

Share transfer stamps at the prescribed rate should be affixed on the reverse of the Share Transfer Form at the place provided. The stamps should be duly cancelled. **As on March 1, 2007 the rate of stamp duty is 25 paise per hundred Rupees or part thereof, of the value of shares.** For this purpose, the value of the shares may be ascertained on the basis of the rate of the share on the stock exchange on the date of execution of the transfer deed.

**However, latest stamp duty rate may be ascertained.**

2. In case Power of Attorney holder (POA holder) signs on behalf of the transferor, he should quote POA registration number as registered with the RTA, on the transfer deed or else, the transferee should request the transferor, before approaching for transfer, to have the POA registered with the RTA.
3. In case the transferee has an existing folio number, he should quote the existing folio number on transfer deed to enable registration of new shares in the same folio number.
4. If all the documents are in order, the shares will be duly transferred and the certificates will be returned to you duly endorsing your name, normally within a fortnight from the receipt of document(s).
5. In case the share certificate(s) do not reach you within 30 days from the date of lodging the same, you may please contact the RTA.

### Note:

1. It is advisable that photocopies of the share certificate(s) and the transfer deed(s) sent for transfer are retained by the transferee.
2. In respect of shares held in demat form, transfers are effected electronically through the NSDL / CDSL system.

<b>Note</b>	➤ <i>No transfer of shares is effected during the Book Closure period of the Company.</i>
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