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ADDRESSES FOR CORRESPONDENCE

Registered Office Kirloskar Brothers Limited
Udyog Bhavan, Tilak Road,
Pune - 411002

Corporate Office **Company Secretary**
Kirloskar Brothers Limited
“Yamuna”, Survey No. 98 (3-7), Baner, Pune, Maharashtra – 411 045
Tel No. : (020) 2721 444 Fax : (020) 27211136
Email : kblin@kbl.co.in
Website : www.kirloskarpumps.com

Investors’ Grievance Redressal – Email ID The Company has designated an exclusive email ID: grievance.redressal@kbl.co.in for investors to register their grievances.

Registrar & Transfer Agent **Link Intime India Private Limited**
(Unit: Kirloskar Brothers Limited)
Block No. 202, 2nd Floor, Akshay Complex, Near Ganesh Temple,
Off Dhole Patil Road, Pune, Maharashtra – 411 001
Tel. No. (020) 2616 0084 Fax No. (020) 2616 3503
Email : pune@linkintime.co.in

ADDRESSES OF STOCK EXCHANGES / NSDL & CDSL

BSE Limited BSE Scrip Code - **500241**
Corporate Relationship Department
Phiroze Jeejeebhoy Towers
Dalal Street
Mumbai- 400001

National Stock Exchange of India Ltd. NSE Symbol – **KIRLOSBROS - EQ**
Exchange Plaza, Plot No. C/1 G Block Bandra-
Kurla Complex, Bandra (East)
Mumbai - 400 051

National Securities Depository Limited
Trade World, 4th & 5th Floor,
Kamala Mills Compound,
Senapati Bapat Marg,
Lower Parel,
Mumbai - 400 013

Central Depository Services (India) Ltd.,
Phiroze Jeejeebhoy Towers,
28th Floor,
Dalal Street,
Mumbai - 400 001

International Security Identification Number (ISIN) – **INE732A01036**

SHARE DETAILS

Capital Structure

I. Authorized share capital :

250,000,000 Equity shares of Rs. 2/- each	Rs. 500,000,000
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II. Issued, Subscribed and Paid up share capital :

79,408,926 Equity shares of Rs. 2/- each	Rs. 158,817,852
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Green Initiative - Registration of E-mail address

As part of “Green Initiative in the Corporate Governance” and in terms of section 102 of the Companies Act, 2013 read with Companies (Management and Administration) Rules, 2014, it is permitted to serve the documents to the eligible shareholders through the electronic mode

In order to support this “Green Initiative”, Initiative”, we have already started serving certain documents i.e. the Notice of the Annual General Meeting, Annual Report, Half yearly communication etc. to the shareholders through electronic mode i.e. at the e-mail address provided by shareholders and made available with us by the depositories from time to time.

This initiative also helps in prompt receipt of communication and it would help to avoid the losses/delays in postal transit. We request shareholders to register their e-mail address and / or changes therein from time to time in the format appearing below:

- In case of shares in demat mode - with the concerned depository,
- In case of shares are in physical mode - with the Company’s Registrar and Transfer Agent – Link Intime India Private Limited at the following address :

Link Intime India Private Limited, Unit: Kirloskar Brothers Limited,
A Wing, Block No. 202, Akshay Complex, Near Ganesh Temple,
Off Dhole Patil Road, Pune 411 001

E-mail address : pune@linkintime.co.in

E-COMMUNICATION REGISTRATION FORM (For shares in physical mode)

**Kirloskar Brothers Limited
Regd. Office: Udyog Bhavan,
Tilak Road, Pune 411 002**

Folio No. :.....

Name of the 1st Shareholder :.....

Name of Joint Shareholder/s :.....

E-mail ID (to be registered) :.....

PAN :.....

Phone No. :.....

Please register my above e-mail ID in your records for receiving communication through E-mail from Company of which I/we am/are shareholder(s).

Place : Date :.....

Signature :.....
(First shareholder)

CHANGE OF MAILING ADDRESS

PROCEDURE FOR EFFECTING THE CHANGE OF MAILING ADDRESS

- a. The shareholders who hold shares in **electronic / Demat form**, are requested to intimate their change of address to the depository participant with whom they maintain demat account and not to the company or the share transfer agent.
- b. Shareholders who hold share certificates in **physical form** are requested to write to the Registrar and Transfer Agent i.e. Link Intime India Private Limited, informing about the new address with the following information:
 - The old address
 - The new address with pin code
 - Telephone No. or other contact No. or Email
- c. Please ensure that your signature appearing in such request is as per the specimen signature registered with us. In case of joint holding, all the joint holders should sign such request. A shareholder can apply in the following format:

FORM OF REQUEST FOR CHANGE OF ADDRESS
(Physical Shares)

To,
Link Intime India Private Limited
Unit : Kirloskar Brothers Limited
Akshay Complex, Block No.202,
Near Ganesh Temple,
Off Dhole Patil Road, Pune 411 001

Name of First/ Sole shareholder
Folio No.

I request you to effect change of my address in your records as follows:

old Address	New address to be registered

I am enclosing the following documents towards

Proof of identification: *(please tick the appropriate boxes and attach the relevant documents to this Form)*

Passport Election ID Card PAN Card
(with signature appearing thereon) *(with signature appearing thereon)*

Driving License Electricity/ Telephone bill
(with signature appearing thereon) *(not more than 2 months old)*

Proof of current address: *(please tick the appropriate boxes and attach the relevant documents to this Form)*

Passport Ration Card Bank Account Statement
(with signature & Address appearing thereon) *(with signature appearing thereon)*

Electricity/ Telephone bill
(not more than 2 months old)

(Note : At least one Identification and one address proof out of the above documents must be submitted. The documents submitted must be duly signed and notarized.)

Yours faithfully,

Tel / Mobile No. : _____	Email id: _____
Date: _____	Signature: _____

Note:

1. Change of Address will be effected only on receipt of this Form, duly completed, along with all requisite documents as mentioned above. Incomplete Form / Form with insufficient documents will not be acted upon and the same will be returned.
2. The signature of the Shareholder as appearing on the Form **must** match with his / her specimen signature on record with the Company.
3. The shareholders who hold shares in electronic form, are requested to intimate their change of address to the depository participant with whom they maintain demat account and not to the company or the share transfer agent.

BANK/ECS MANDATE

INSTRUCTIONS FOR ECS MANDATE FORM

1. Please fill in the Mandate Form and send it to:

- i) The Depository Participant who is maintaining your Demat account in case you hold shares in electronic form with a copy to the Company at the address given below, in case there are any changes in your bank particulars.
- ii) The Address of our Registrar & Transfer Agent: Link Intime India Private Limited, in case your shares are holding shares in physical form.

2. Please attach a blank cancelled Cheque or photocopy of a Cheque and the form must be attested by your bank manager.

3. The information provided by you will be treated confidential and would be utilized only for the purpose of effecting the payments meant for you.

The members located at places, where NECS facility is not available will continue to receive the Dividend Warrants, with bank details, if provided, despite ECS Mandate

ELECTRONIC CLEARING SERVICE (ECS) MANDATE FORM

I hereby consent to have the amount of dividend/or other payment in relation to my equity shares credited through the National Electronic Clearing service (Credit Clearing) - NECS. The particulars (To be filled in Block Letters) are as follows:

1. Folio No./ DP ID No. and Client ID No. : _____
2. Name of the first/sole shareholder : _____
3. Particulars of Bank account of first / sole shareholder :

a) Name of the Bank:

b) Branch Address, Telephone No. of the Branch:

c) 9 digit code number of the Bank and Branch appearing on the MICR Cheque Issued by the Bank along with copy of cancelled Cheque: _____

d) Account Number (As appearing on the Cheque book/passbook):

e) Account type (Saving / Current / Cash Credit Account):

f) Ledger No. / Ledger folio no. (If appearing on the cheque book/pass book) :

g) IFSC code

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for any reason/s of incomplete or incorrect information, I will not hold Kirloskar Brothers Limited responsible. I agree to discharge the responsibility expected of me as a participant under the scheme.

Place : _____

Date : _____

**Signature of the First / Sole
Shareholder**

I hereby confirm the particulars as stated above

**Signature and seal of Bank's official along with
Branch Address, Telephone No. of the Branch**

NOMINATION OF SHARES

PROCEDURE FOR NOMINATION OF SHARES:

A shareholder may at any time nominate a person to whom his/her shares in the Company shall vest in the event of his/her death. Where the shares are held by more than one person jointly, the joint holders may together nominate a person to whom all the rights in the shares shall vest in the event of death of all the joint holders. A shareholder can use following **Form No. SH-13** to avail this facility.

In case the shareholder wishes to revise or cancel a Nomination already registered, the **Form No. SH-14** appended below can be used.

INSTRUCTIONS FOR NOMINATION FORM:

1. The Nomination can be made by individual only, holding shares on; their own behalf, singly or jointly. Non-individuals including trust, society, partnership firm, Karta of Hindu Undivided Family, holder of power of attorney cannot nominate. If the shares are held jointly, all joint holders will have to sign the nomination form.
2. A minor can be nominated by a holder of shares and in that event the name and address of the guardian shall be given by the holder.
3. The nominee shall not be a trust, society, body corporate, partnership firm, Karta of Hindu Undivided Family or a power of attorney holder.
4. Nomination stands rescinded upon transfer of share(s).
5. Transfer of shares in favour of a nominee shall be a valid discharge by the Company against the legal heir.
6. Shareholders are requested to send the duly completed form to Registrar and Transfer Agents- Link Intime India Private Limited.

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 : **Kirloskar Brothers Limited**

Address of the Company : Udyog Bhavan, Tilak Road, Pune - 411002

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 the Security holder(s)

Signature

Witness with name and address

Form No. SH-14
Cancellation or Variation of Nomination

**[Pursuant to sub-section (3) of Section 72 of the Companies Act, 2013
and rule 19(9) of the Companies (Share Capital and Debentures) Rules 2014]**

Name of the Company: **KIRLOSKAR BROTHERS LIMITED**

I/We hereby cancel the nomination(s) made by me/us in favour of _____ (names and address of the nominee) in respect of the below mentioned securities.

Or

I/We hereby nominate the following person in place of _____ as nominee in respect of the below mentioned securities in whom shall vest all 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 cancelled / varied)

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

(2) (a) PARTICULARS OF NEW NOMINEE–

- i. Name
- ii. Date of Birth:
- iii. Father's/Mother's/Spouse's name:
- iv. Nationality:
- v. Address:
- vi. E-mail Id:
- vii. Relationship with the security holder:

(b) IN CASE NEW NOMINEE IS A MINOR –

- i. Date of birth:
- ii. Date of attaining majority:
- iii. Name of guardian:
- iv. Address of guardian

(3) 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:

Signature

Name of the Security holder(s)

Witness with name and address

ISSUE OF DUPLICATE SHARE CERTIFICATE

PROCEDURE FOR ISSUE OF DUPLICATE SHARE CERTIFICATE

- In case of torn, mutilated or lost share certificate(s), the shareholders are eligible to receive duplicate share certificate(s) in lieu of the same.
- The shareholders have to surrender their original torn or mutilated share certificates to the company, along with a request for issue of a duplicate share certificate(s).
- Immediately on receipt of the complaint, supported by FIR, from the concerned shareholder in respect of lost/misplaced share certificates, company registrar would be marking a “stop transfer” in the system to enable not to proceed with any further transaction on the said share certificate(s).
- Upon verification of the records, Company would be sending the following specimen to the shareholder for execution:
 - a. An indemnity to be executed on a Rs.500/- stamp paper in favour of the Company and notarized.
 - b. An affidavit to be executed on a Rs.100/- stamp paper and notarized
 - c. Advertisement format

Upon receipt of all the required documents, duly filled in and notarized, along with an advertisement in the newspaper and subject to verification by the company necessary steps would be taken to issue duplicate share certificate(s).

The Company and Registrar and Transfer Agents would immediately send information to the stock exchanges in which shares of the company are listed on receipt of information about loss of share certificate(s) and the Company would also intimate to the stock exchanges on issue of duplicate share certificate(s) in which shares of the company are listed.

The draft formats of the Specimen indemnity as well as affidavit are given below

FORMAT OF INDEMNITY BOND FOR ISSUE OF DUPLICATE SHARE CERTIFICATE(S)

(Please type this indemnity bond after reading carefully, the notes mentioned below the format)

To
Company Secretary,
Kirloskar Brothers Limited,
Udyog Bhavan, Tilak Road,
Pune – 411 002.

WHEREAS

I/We, (full name of the shareholder(s), residing at (address of the shareholder/s) hold (Number of shares) Equity shares bearing Distinctive numbers from _____ to _____ of the face value of Rs.2/- each comprised in the Share Certificate No(s). _____. The shares of the following description are standing in my/our name in the Register of Members of the Kirloskar Brothers Limited.

Folio No.	Certificate Nos	Distinctive Nos	Shares covered in each certificate

WHEREAS

The share certificate(s) No(s). _____ in respect of the above shares has/have been lost or misplaced and is/are not traceable. I/We have searched the said certificate(s) but despite my best efforts, I/We have been unable to find it/them. I/We declare that the said share certificate(s) was/were not accompanied by any blank transfer deed signed by me/us and that I/We have not, nor has any person by my/our order disposed off, parted with or pledged / deposited by way of security the said share certificate(s) or assigned my/our interest therein or any part have neither been sold or transferred to anybody by me/us and I/We am/are entitled to the custody of the certificate(s) of title relating to such shares as I/We am/are the absolute owners of the same as registered shareholder(s). I/We undertake to surrender the said share certificate(s) to the company if and when the same is/are found at a later date.

NOW THEREFORE:

I/We, (full name of the shareholder(s) aged __ years, residing at (address of the shareholder/s) approach the Company to issue duplicate share certificate(s) in lieu of the original shares covered under Folio No. _____ and bearing Certificate No(s). _____ held by me/us.

In consideration of the Company having agreed to issue duplicate share certificates for the aforesaid shares in my/our name, I/we am/are executing a bond in favour of the Company. Upon the Company, having agreed to issue duplicate share certificates for the aforesaid shares, I/We the undersigned applicant(s) hereunder for myself/ourselves, my/our heirs, executors, administrators and assigns do hereby jointly and severally covenant to the Company, its successors and assigns and agree and undertake at all times save, defend and to indemnify and keep indemnified the Company, its successors and assigns its estate and effects, and its directors, manager, secretary and shareholders and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said shares or dividends or any part thereof or otherwise in

connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner howsoever.

IN WITNESS WHEREOF I/We, the applicant(s) herein has/have signed and set my/our hands on this ____ day of _____ 20 .

Name and address of the Shareholder(s) Signature of the Shareholder(s)

- 1.
- 2.
- 3.

Name and address of Witness Signature of the Witness

- 1.
- 2.

Place ;

Date :

SURETY

We, (name of the surety No.1) aged __ years, residing at (residential address of Surety No.1) and having business address at (official address of Surety No.1), having PAN No. _____

and

(name of the surety No.2) aged __ years, residing at (residential address of Surety No.2) and having business address at (official address of Surety No.2), having PAN No, _____

the undersigned, certify that the facts mentioned by Mr./ Mrs. _____ under his/ her / their indemnity in relation to the application for the issue of duplicate share certificate of the Company are true to the best of our knowledge. We bind ourselves as sureties to make good all claims, charges, costs, damages, demands, expenses and losses which the Company, its successors and assigns its estate and effects and its directors, manager, secretary and shareholders may sustain, incur or be liable for in consequence of complying with the request contained in the said application and the Company, its successors, assigns, directors, manager, secretary and shareholders will be entitled to realise all claims, charges, costs, damages, demands, expenses and losses from our persons and our properties, as the case may be.

Place :

Date:

Name and Address of the Surety Signature of the Surety

1.

2.

Name and Address of the Witness Signature of the Witness

1.

2.

NOTES:

1. Indemnity Bond should be on Non-judicial stamp paper of Rs.500/- and duly notarised.
2. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
3. Indemnity Bond should be witnessed by two persons.
4. Two sureties are required to be furnished
5. Witness and Surety have to be different individuals.
6. Each Surety has to attach attested copy of his PAN Card and attested copy of his proof of identification viz. Ration Card, Election Card, Driving Licence, Passport, Electricity Bill, Telephone Bill, etc.

FORMAT OF AFFIDAVIT FOR VERIFYING THE LOSS OF SHARE CERTIFICATES FOR ISSUE OF DUPLICATE SHARE CERTIFICATE(S)

(Please type this Affidavit after reading carefully the notes mentioned below the format)

I, _____ son/daughter/spouse of _____ aged ____, residing at _____, do hereby solemnly affirm and declare on behalf of all the shareholders as under:

1. That I/We, (Name of the shareholder/s), am / are holding _____ equity shares in Kirloskar Brothers Limited covered under Folio No. _____ under Share Certificate No(s). _____, bearing Distinctive Nos. _____ to _____ of the face value of Rs.2/- each.

Folio No.	Certificate Nos	Distinctive Nos	Shares covered in each certificate

2. That I/we have not sold, transferred, pledged or otherwise disposed off the said shares.

3. That the share certificate No(s). _____ of the said shares has/ have been lost or misplaced and is not in my/our possession.

4. I/We have searched for the said certificate(s), but even after careful and diligent search, I /We have been unable to find out or trace the same.

5. Since the said certificate(s) was / were issued, I /We have not sold, mortgaged, pledged or otherwise encumbered or disposed of the said shares or parted with the possession of the said certificates in any manner and the said shares is / are my/ our absolute property. The best of my/ our knowledge and belief, the said certificates has/ have either been lost or been accidentally destroyed. In case at any time I / We find the said Share Certificate(s) or any of them I /We shall immediately handover the same to the Company.

6. I have already executed indemnity bond for issuing duplicate shares in lieu of the original share certificates for the aforesaid shares held by me/us.

7. I therefore request Kirloskar Brothers Limited to issue duplicate shares certificate in lieu of the original share certificate(s) for the aforesaid shares

I am executing this declaration to be submitted to the concerned authorities of the Company.

I hereby state that whatever is stated herein above are true to the best of my knowledge.

Solemnly affirmed at _____) On this ____ day of _____ 20)

(Signature of the Applicant/s)

Deponent

Identified by me Before Me

Advocate Notary

NOTES:

1. Affidavit should be on Non-judicial stamp paper of Rs.100/- and duly notarized.
2. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.

FORMAT OF ADVERTISEMENT FOR LOSS OF SHARE CERTIFICATE

KIRLOSKAR BROTHERS LIMITED

Regd. & Head Office : Udyog Bhavan , Tilak Road, Pune - 411002

NOTICE

Notice is hereby given that the Share Certificate/s Nos : _____

For _____ fully paid up Equity Shares of Rs. 2/- each of this company bearing

Distinctive Nos. _____

Respectively standing in the name/s of _____

has/have been reported to be lost or mislaid. Any claim relating to this/these share certificate/s should be notified within Fifteen days from the date of publication of this NOTICE to the Registered Office of the Company. Otherwise duplicate share Certificate/s in respect of lost share certificate/s will be issued to the above mentioned Owner/s and no claim will be entertained thereafter.

FOR KIRLOSKAR BROTHERS LIMITED

Sd/-

Pune :

Sandeep Phadnis

Date:

(Company Secretary)

TRANSFER /TRANSMISSION OF SHARES

FAQs – TRANSFER OF SHARES

1. How to transfer shares held in Kirloskar Brothers Limited ?

Please note that the equity shares of Kirloskar Brothers Limited are subject to trading in compulsory dematerialized form. Hence, if you are holding shares in physical form and wish to sell the shares to a third party through Stock Exchange, please get the shares dematerialized and credited in your demat account. You are requested to contact your depository participant (DP) with whom your demat account is maintained to know the procedure for transferring the shares.

For transfer of shares held in physical form, the following documents are required to be submitted:

- 1.1 Duly executed transfer deed in Format SH4 (Format available in the investor section of the website) with share transfer stamp at 0 .25% of the transaction/market value;
- 1.2 Original Share Certificate;
- 1.3 Copy of self attested PAN card of the transferor and proposed transferee(s) .

2. Where to lodge transfer and other related documents?

The duly executed transfer deeds in the Format SH4 along with the original share certificate are required to be lodged with the Company at the registered office of the Company or with the Registrar & Share Transfer Agents of the Company.

3. Who are the share transfer agents of the company?

Company's Registrar & Share transfer agents are:

Link Intime India Private Limited,

(Unit: Kirloskar Brothers Limited),

Block No. 202, 2nd Floor, Akshay Complex,

Near Ganesh Temple, Off Dhole Patil Rd.,

Pune – 411 001

Tel. No. (020) 2616 0084

(020) 2616 3503

E.mail : pune@linkintime.co.in

4. In case of addition of the name of spouse, children or any other person, what procedure should be followed?

Addition of the name of a joint holder, even a family member, is considered a "Transfer" and attracts stamp duty. A regular transfer deed would be required to be executed. Please follow the procedure given under point 1 above for details.

5. What are the major points to be kept in mind while executing transfer documents?

The documents must satisfy the following;

- 5.1. Share Transfer Deed must be in the format SH4
- 5.2. It must be accurately completed in all respects as well as signed by both transferor/s and transferee and witnessed.
- 5.3. The Transfer Deed must specify the full name, address, occupation and e-mail, if any, of the transferee.
- 5.4. The transfer deed must be duly stamped of necessary value (whether the transfer is with or without consideration) (twenty five paise for every Rs. 100/- or part thereof of the market value of shares as on the date of execution of transfer).
- 5.5. It is mandatory for the transferor and transferee(s) to furnish copy of PAN Card for transfer of shares in physical form for Listed companies as per Schedule VII of Listing Obligation and Disclosure Requirements)Regulations,2015
- 5.6. Transferor's signature as appearing on the transfer deed will be tallied with the signature taken on record by us previously. We recommend you to keep a copy of such signature with you so as to avoid any complication arising out of signature difference in your correspondence with us.
- 5.7. Any change in shareholders specimen signature should be intimated to us immediately with your revised signature duly attested by your banker along with proof of identification.
- 5.8. The signature of Transferee appearing on the Share Transfer Deed will be captured in our records and will be referred to while dealing with all further transactions in respect of the new folio.
- 5.9. In case of discrepancy, only, if the signature of transferor is verified by your bank's manager with his name and designation, the transfer deed would be accepted.

Important points to note

- I. Always include your complete address along with pin code while filling in the transfer deed.
- II. Shareholders are requested to keep photocopies of share certificate(s), transfer deeds and other related documents, if any, the forwarding letter as also the postal registration slip or hand delivery receipt, as the case may be, when you lodge the shares with Link Intime India Private Limited for transfer. In case of a loss in transit, they come handy.
Purchase or sell securities only through authorized stockbrokers duly registered with Stock Exchanges. Ensure that you receive a Contract Note for all transactions. The broker's stamp with the SEBI registration/Code number should be affixed on the reverse of the transfer deed(s).
- III. Some of the details to be entered on Transfer Deed SH4 are listed below for shareholders' ready reference.
 - a. CIN: L29113PN1920PLC000670
 - b. Name of the Stock Exchange where the company is listed:
BSE Limited & National Stock Exchange of India Ltd.
- IV. No transfer would be effected during book closure period.

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 (Rs.)	
In figures	In words	In words	In figures
Distinctive number	From		
	To		
Corresponding Certificate 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 (1)	Father's/ mother's/ Spouse name (2)	Address & E-mail id (3)
1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____ <i>PinCode</i> _____ <i>E-mail id</i> _____
Occupation(4)	Existing folio No., if any. (5)	Signature (6)
1. _____ 2. _____ 3. _____	_____	1. _____ 2. _____ 3. _____

Folio No. of Transferee

Specimen Signature of Transferee

1. _____
2. _____
3. _____

STAMPS

Enclosures:

- (1) Certificate of shares or debentures or other securities
- (2) If no certificate is issued, letter of allotment. *Value of Stamps affixed* _____
- (3) *Copy of PAN Card of all the Transferees (For all listed Cos.)*
- (4) Others, specify _____

For office use only

Checked by.....

Signature tallied by.....

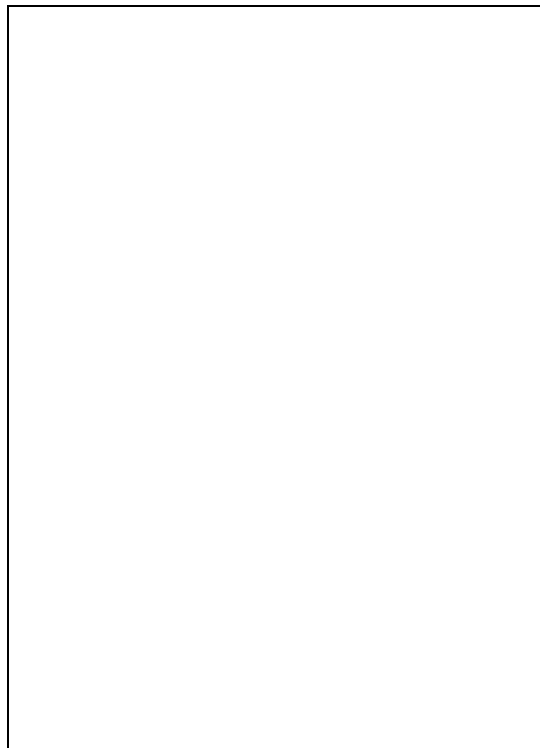
Entered in the Register of Transfer on
..... vide Transfer No.....

Approval Date.....

Power of attorney / Probate / Death Certificate /
Letter of Administration

Registered onat

No.....



FAQs - TRANSMISSION OF SHARES IN PHYSICAL FORM

1. What is transmission of shares?

The word “transmission” means transfer by operation of law i.e. devolution of title to shares. This would include devolution by operation of law, death, bankruptcy, marriage.

For shares held in demat form, investors are advised to approach their DP concerned for transmission of shares.

For shares held in physical form, procedure is given below.

2. What is a procedure for transmission for shares held in physical form?

A. Name Deletion (in case of Joint holding)

In case the Shares are held in joint names and any one of the holders demises, the surviving holder(s) would be required to send Company / Registrar & Transfer Agent (RTA) the following documents for name deletion:

1. An application letter requesting deletion of name of the deceased shareholder;
2. Death Certificate of the deceased shareholder(s) or a Copy duly attested by Gazetted Officer or Notary Public;
3. Original Share Certificate(s);
4. Self attested copy(ies) of PAN Card of surviving shareholder(s).

B. Nomination Cases

In case of single shareholding there is a nomination registered previously, the following documents have to be submitted with the Company / RTA:

1. Application letter requesting transmission of shares in favour of Nominee;
2. Original Share Certificate(s);
3. Death Certificate of the deceased shareholder(s) or a Copy duly attested by Gazetted Officer or Notary Public;
4. Self – attested copy of PAN card of the Nominee;
5. Self attested photo ID proof of the Nominee (Any one of Ration Card, Passport, Aadhaar Card);
6. Letter from Bank Manager verifying and attesting the signature of the nominee;
7. Nomination acknowledgement received from Registrar & Transfer Agent of the Company.

C. In case the Shares are held in sole name and the shareholder has expired without nomination, the legal heir(s) would be required to send to Company / RTA the following documents:

1. Application letter requesting transmission of shares in favour of the legal heir(s);
2. Original Share Certificate(s);

3. Death Certificate of the deceased shareholder(s) or a Copy duly attested by Gazetted Officer or Notary Public;
4. Self-attested proof of Identification and address of applicant as per following:
 - a) PAN Card
 - b) Any one of Ration Card, Aadhaar Card, Driving Licence, Passport, Electricity Bill, Telephone Bill, etc. (Utility Bills not older than 3 months);
5. Affidavit from those legal heir/s who are claiming the shares (Applicant/s) on Rs 100/- non-judicial stamp paper as per the format appended below;
6. Letter from Bank Manager verifying and attesting the signature of the applicant;
7. Affidavit cum No objection Certificate (NOCs) from all the other legal heirs who are not claiming the shares on non-judicial stamp paper of Rs 100/- as per format appended below or a copy of Family Settlement Deed duly notarized in case of absence of Succession certificate or Letters of Administration or Probate of Will or Will or Court Decree is provided;
8. Court certified copy of Succession Certificate or Letters of Administration or Probate of Will or Court Decree. Succession Certificate or Letters of Administration or Probate of Will or Will or Court Decree in terms of Indian Succession Act, 1925, wherever applicable, is compulsorily required to be submitted if the market value of shares is more than 2,00,000/-;
9. An Indemnity bond is required to be furnished in case of absence of succession certificate or Letters of Administration or Probate of Will or Will or Court Decree /nomination, along with surety as per format enclosed. Two sureties are required;
10. Self attested proof of Identification and address of surety as per following:
 - a) PAN Card
 - b) Any one of Ration Card, Aadhaar Card, Driving Licence, Passport, Electricity Bill, Telephone Bill, etc. (Utility Bills not older than 3 months);
11. Incase of a Will being submitted, an additional Indemnity bond for Will is required to be furnished on non-judicial stamp paper of Rs 500/- as per the format appended below.

Important Points to be noted:

1. Shares can be transmitted to the maximum of three legal heirs only.
2. If the applicant is/are illiterate, his/her/their thumb impression must be attested by a Magistrate or Notary Public under the seal of his office or Bank Manager.
3. The Applicants should fill the form in the order in which their names should appear in the certificate.
4. N.O.C. should be in the format appended below, duly affirmed by the S.E.M or Notary Public.
5. Proof of identification and Signature attestation has to be provided for each applicant separately.
6. A passport size photograph of applicant duly signed by him/her on the reverse.
7. Copy of any two of the following, duly attested by S.E.M or Notary Public – Ration Card, Election Card, PAN Card, Driving License, Passport, Electricity Bill, Telephone Bill, etc. as the proof of identification.
8. No Xerox copies of the documents as mentioned above to be accepted.

APPLICATION FOR TRANSMISSION OF SHARES

(Please fill this application carefully after reading the notes mentioned below the application so that rejection of the application can be avoided)

To,

The Company Secretary,
Kirloskar Brothers Limited,
Udyog Bhavan, Tilak Road,
Pune – 411 002.

Dear Sir,

I/We, (name of the applicant), residing at (address of each applicant) am/are applying for transmission of the shares of (name of the deceased). (The name of the deceased) expired on (date of expiry) at (place of death). The deceased was holding ___ shares of the following description

<u>Folio No.</u>	<u>Certificate Nos.</u>	<u>Distinctive Nos.</u>	<u>Shares covered in each certificate</u>
------------------	-------------------------	-------------------------	---

I/We am/are the (Nominee / Legal heirs / Executor of the Will of the deceased/ Administrators of the Estate of the deceased / Successors to the Estate of the deceased). The following are particulars of the Applicant(s):

<u>Sr. No.</u>	<u>Name & Address of the Applicant(s)</u>	<u>Age</u>	<u>Relation with the deceased</u>
----------------	---	------------	-----------------------------------

- 1.
- 2.
- 3.

*The Hon'ble Court has granted me/us Probate of the Will / Letters of Administration / Succession Certificate/ Court Decree/ in terms of Indian Succession Act, 1925, as may be applicable, on the (date of the order).

Or

The deceased shareholder(s) has bequeathed the shares of Kirloskar Brothers Limited in my/our favour by executing a Will.

OR

In the absence of probate of the will / letters of administration / succession certificate/ Court Decree/ will, in terms of Indian Succession Act, 1925, as may be applicable, I/we are furnishing indemnity bond and affidavit thereof for transmission.

*:- Not applicable in case of Nominee

My/Our specimen signature(s) is/are as below:

[Signature of the Applicant(s)]

I/We hereby submit the following documents to support my/our claim for transmission of the shares held by the deceased:

1. Original Share Certificate(s) for the entire holding
2. Death certificate of the deceased in original
or
Duly attested copy of the Death Certificate of the deceased.
3. Court certified copy of Succession Certificate or probate of will or letter of administration or court decree or copy of will in terms of Indian Succession Act, 1925
4. Indemnity Bond duly attested/notarised on Non-Judicial Stamp Paper (NJS) of Rs.500/-
5. Affidavit from those legal heirs who are claiming the shares on NJS of Rs.100/- duly affirmed by S.E.M/ Notary Public/ Oaths Commissioner
6. Affidavit cum No Objection Certificate from all the other legal heirs who are not claiming the shares on NJS of Rs. 100/- affirmed by S.E.M./Notary/Oaths Commissioner or a copy of Family Settlement Deed duly notarized in case of absence of Succession certificate or Letters of Administration or Probate of Will or Will or Court Decree is provided
7. Proof of my/our identification
8. Attestation of my/our signature
9. My/Our passport size photograph with my/our signature on the reverse
10. Indemnity Bond for Will duly attested on Non-Judicial Stamp Paper (NJS) of Rs.500/-

I/We hereby request you to transmit the shares covered under Folio No. _____ standing in the name of the deceased in my/our name and enter my/our name(s) in the Register of Members of the Company.

Date : _____ Signature of the Applicant(s)

1.

2.

3.

Name and address of the witness _____ Signature of the witness

1.

1.

2.

2.

NOTES:

1. The Application should be typed.
2. Shares can be transmitted to the maximum of three legal heirs only.
3. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
4. If the applicant is/are illiterate, his/her/their thumb impression must be attested by a Magistrate or Notary Public under the seal of his office.
5. The Applicants should fill this form in the order in which their names should appear in the certificate.
6. The Death Certificate of the deceased shareholder, if not annexed in original should be duly attested either by Notary Public or any Gazetted Officer
7. N.O.C. should be in the format as enclosed duly affirmed by the S.E.M or Notary Public.
8. Proof of identification and Signature attestation has to be provided for each applicant separately.
9. Please furnish a passport size photograph of the applicant(s) duly signed by the applicant(s) on the reverse and copy of any two of the following, duly attested by S.E.M or Notary Public – Ration Card, Election Card, PAN Card, Driving Licence, Passport, Electricity Bill, Telephone Bill, etc. as the proof of identification of the applicant(s).
10. Please furnish us with a letter from the Bank Manager of the bank where you have an account, identifying you and verifying your signature along with your account details for signature attestation.
11. Please do not furnish mere Xerox copies of the documents requested.
12. Please annex all the documents required along with this application itself to avoid delay in transmission process.

FORMAT OF INDEMNITY BOND FOR TRANSMISSION OF SHARES WITHOUT PRODUCING PROBATE OF WILL / SUCCESSION CERTIFICATE / LETTERS OF ADMINISTRATION/ WILL/ COURT DECREE

(Please type this indemnity bond after carefully reading the notes mentioned below the format)

To,

The Company Secretary,
Kirloskar Brothers Limited,
Udyog Bhavan, Tilak Road,
Pune – 411 002.

WHEREAS

(Number of shares) Equity shares bearing Distinctive numbers from _____ to _____ of the face value of Rs.2/- each and on which Rs.2/- per share is paid comprised in the Share Certificate No(s). _____ of Kirloskar Brothers Limited having its registered office at Udyog Bhavan, Tilak Road, Pune- 411 002 are standing in the name of Late Shri./Smt. (name of the deceased) in the Register of Members of Kirloskar Brothers Limited. The deceased was holding ___ shares of the following description

<u>Folio No.</u>	<u>Certificate Nos.</u>	<u>Distinctive Nos.</u>	<u>Shares covered in each certificate</u>
------------------	-------------------------	-------------------------	---

WHEREAS:

Shri./Smt. (name of the deceased) expired on (date of death) leaving behind him/her the following heirs :

<u>Sr. No.</u>	<u>Name & Address Of the legal heir(s)</u>	<u>Age</u>	<u>Relation with the deceased</u>
----------------	--	------------	-----------------------------------

- 1.
- 2.
- 3.

AND WHEREAS :

The abovementioned shares were the separate and self acquired property of the deceased. According to the law of Intestate Succession applicable to him/her by which he/she was governed at the time of his/her death, the person(s) mentioned hereinabove is/are the only heir(s) of the deceased. He/She/They is/are entitled to inherit solely/jointly the aforesaid shares covered under Folio No. _____ held by the deceased.

NOW THEREFORE :

I/We, (name of the applicant(s)) aged ___ years, residing at (address of the applicant(s)) approach the Company to transmit the shares covered under Folio No. _____ and bearing Certificate No(s). _____ held by the deceased in my/our behalf and enter my/our name(s) in the Register of Members of the Company without production of Probate of the Will

or Letters of Administration or Succession Certificate or Will or Court Decree in terms of Indian Succession Act, 1925, as may be applicable, from the Court of competent jurisdiction. In consideration of the Company having agreed to transmit and register the aforesaid shares in my/our name on my/our executing a bond in favour of the Company.

Upon transmission of shares in my/our favour, I/we.....also request Company to arrange for payment of the unclaimed dividend, if any, for last 7 years covered under folio.....based on this indemnity bond and other related documents.

Upon the Company transmitting and registering the shares held by the deceased, and for making of payment of aforesaid unclaimed dividend, if any, for last 7 years, I/Wethe undersigned applicant(s) hereunder for myself/ourselves, my/our heirs, executors, administrators and assigns do hereby jointly and severally covenant with the Company, its successors and assigns and agree and undertake at all times save, defend and to indemnify and keep indemnified the Company, its successors and assigns its estate and effects, and its directors, manager, secretary and shareholders and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said shares or dividends or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner howsoever.

IN WITNESS WHEREOF I/We, the applicant(s) herein has/have signed and set my/our hands on this ____ day of _____ 20__.

Name and address of the Applicant(s)

Signature of the Applicant(s)

1.

1.

2.

2.

3.

3.

Name and address of Witness

Signature of the Witness

1.

1.

2.

2.

Place ;

Date :

SURETY

We, (name of the surety No.1) aged ___ years, residing at (residential address of Surety No.1) and having business address at (official address of Surety No.1), having PAN No.

and

(name of the surety No.2) aged ___ years, residing at (residential address of Surety No.2) and having business address at (official address of Surety No.2), having PAN No. _____, the undersigned, certify that the information mentioned by Mr./ Mrs. _____ under his/ her / their indemnity in relation to the application for the transmission of shares of the Company are true to the best of our knowledge. We bind ourselves sureties to make good all claims, charges, costs, damages, demands, expenses and losses which the Company, its successors and assigns its estate and effects and its directors, manager, secretary and shareholders may sustain, incur or be liable for in consequence of complying with the request contained above and the Company, its successors, assigns, directors, manager, secretary and shareholders will be entitled to realise all claims, charges, costs, damages, demands, expenses and losses from our persons and our properties, as the case may be.

Place :

Date:

Name and Address of the Witness	Signature of the Witness
1.	1.
2.	2.

Name and Address of the Surety	Signature of the Surety
1.	1.
2.	2.

NOTES:

1. *Indemnity Bond should be on Non-judicial stamp paper of Rs.500/-.*
2. *Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.*
3. *It should be executed by the person who is applying for transmission.*
4. *Maximum of only three legal heirs can apply for transmission.*
5. *Indemnity Bond should be witnessed by two persons.*
6. *Two sureties are required to be furnished, who are not family members of the Applicant.*
7. *Witness and Surety have to be different individuals.*
8. *Each Surety has to attach attested copy of his PAN Card and Form 16 of the latest financial year and attested copy of his proof of identification viz. Ration Card, Election Card, Driving Licence, Passport, Electricity Bill, Telephone Bill, etc.*
9. *Indemnity Bond should be attested by Notary*

FORMAT OF AFFIDAVIT FOR TRANSMISSION OF SHARES WITH/WITHOUT PRODUCING PROBATE / SUCCESSION CERTIFICATE / LETTERS OF ADMINISTRATION / WILL / COURT DECREE

(Please type this Affidavit after carefully reading the notes mentioned below the format)

AFFIDAVIT

I/We, _____ son/daughter/spouse/legal heir(s) of _____ aged __, residing at _____, do hereby solemnly affirm and declare as under:

1. That Shri/Smt. (Name of the deceased), the deceased, was holding _____ equity shares in Kirloskar Brothers Limited covered under Folio No. _____ and Share Certificate No(s). _____, bearing Distinctive Nos. _____ to _____ of the face value of Rs.2/- each.

<u>Folio No.</u>	<u>Certificate Nos.</u>	<u>Distinctive Nos.</u>	<u>Shares covered in each certificate</u>
------------------	-------------------------	-------------------------	---

2. Shri./Smt. (name of the deceased) expired on (date of death) at (place of death) leaving behind him/her **all the following legal heirs** :

<u>Sr. No.</u>	<u>Name of all legal heir(s)</u>	<u>Age</u>	<u>Relation with the deceased</u>
----------------	----------------------------------	------------	-----------------------------------

- 1.
- 2.
- 3.

3. The abovementioned shares were the separate and self acquired property of the deceased. The person(s) mentioned hereinabove is/are the only heir(s) of the deceased. They are entitled to inherit solely/jointly the aforesaid shares held by the deceased.

4. That Late Shri/Smt. (name of the deceased) has no other heir/s than those mentioned in paragraph 2 above and the person(s) mentioned therein is/are only his/her legal heir(s).

5. I/ we have already executed indemnity bond/ submitted probate / succession certificate / letters of administration / will / court decree for transmitting the aforesaid shares held by the deceased in my /our name

6. I/we therefore request the Kirloskar Brothers Limited to transmit the shares in my/our name in the books of the Company with/ without production of succession certificate/probate of the will/ letters of administration/ will/ court decree and to arrange for payment of the unclaimed dividend, if any, for last 7 years covered under folio.....

I/we am/are executing this declaration to be submitted to the concerned authorities of the Company.

VERIFICATION

I /we hereby state that whatever is stated herein above is true to the best of my/our knowledge.

Solemnly affirmed at _____ On this ____ day of _____ 20__.

(Signature of the Applicant/s)

Deponent/s

Identified by me

Before Me

Advocate

S.E.M./Oaths Commissioner/Notary

NOTES:

- 1. THIS AFFIDAVIT IS TO BE EXECUTED BY ONLY THOSE LEGAL HEIR(S) WHO ARE CLAIMING THE SHARES.**
2. Affidavit should be on Non-judicial stamp paper of Rs.100/-.
3. Please fill up the details as per the documents you are annexing. Please do not just type/print this format as it is.
4. Maximum only three legal heirs can apply for transmission.
5. Affidavit should be attested by Notary/S.E.M/ Oaths Commissioner

FORMAT OF AFFIDAVIT CUM NO OBJECTION CERTIFICATE FROM OTHER - LEGAL HEIR(S) FOR TRANSMISSION OF SHARES IN THE NAME OF THE APPLICANT/S WHERE THERE IS NO PROBATE / SUCCESSION CERTIFICATE / LETTERS OF ADMINISTRATION / WILL / COURT DECREE.

(This Declaration is to be executed on Non- Judicial Stamp Paper of Rs.100/- and should be duly attested either by S.E.M. or Oaths Commissioner or Notary.

AFFIDAVIT CUM NO OBJECTION CERTIFICATE

I/we, below named is/are son/daughter/spouse/legal heir(s) of _____ (name of deceased)

Sr.No.	Name of Legal Heir(s) and	Age	Residential address	Relationship with deceased

do hereby solemnly affirm and declare as under:

1. That _____, the deceased, was holding ____ shares in Kirloskar Brothers Limited covered under Folio No. _____ and Share Certificate No(s). _____, bearing Distinctive Nos. _____ to _____ of the face value of Rs. 2/- each.
2. That (name of the shareholder), the deceased expired on _____ (date of death) at (place of death)
3. Shri./Smt. (name of the deceased) expired on (date of death) at (place of death) leaving behind him/her **all the following legal heirs:**

Sr. No.	Name of all the legal heir(s)	Age	Relation with the deceased
---------	-------------------------------	-----	----------------------------

- 1.
- 2.
- 3.

4. The person(s) mentioned hereinabove is/are the only heir(s) of the deceased. They are entitled to inherit solely/jointly the aforesaid shares held by the deceased.

5. I/we' am/are entitled to inherit solely/jointly the aforesaid shares covered under Folio No. _____ held by the deceased.

6. I/we do not desire to make any claim of title of the said securities held by the deceased. I/we hereby agree to renounce all my/our rights existing as well as they may accrue to me/us in future in respect of the aforesaid securities.
7. I/we declare that I/we have no objection whatsoever in transmitting the said securities in the name of the applicant(s), _____ and thereafter making payment in his/her favour, unclaimed dividend, if any, covered under folio.....for last 7 years based on the related documents submitted for transmission of shares.

I /we am/are executing this declaration to be submitted to the concerned authorities of the Company.

VERIFICATION

I /we hereby state that whatever is stated herein above are true to the best of my/our knowledge.

Solemnly affirmed at _____ On this ____ day of _____ 20__

(Name and Signature of the Legal heir/s)

- 1.
- 2.
- 3.

Deponent/s

Identified by me
Advocate

Before Me
S.E.M./ Oaths

NOTES:

1. **This Affidavit cum NOC is to be executed by all the Legal heir(s) who are not claiming the shares.**
2. Affidavit should be on Non-judicial stamp paper of Rs.100/-.
3. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
4. Affidavit should be attested by Notary/S.E.M/ Oath

FORMAT OF INDEMNITY BOND FOR WILL

(Please type this indemnity bond after carefully reading the notes mentioned below the format)

To,

The Company Secretary,
Kirloskar Brothers Limited,
Udyog Bhavan, Tilak Road,
Pune – 411 002.

WHEREAS

(Number of shares) Equity shares bearing Distinctive numbers from _____ to _____ of the face value of Rs.2/- each and on which Rs.2/- per share is paid comprised in the Share Certificate No(s). _____ of Kirloskar Brothers Limited having its registered office at Udyog Bhavan, Tilak Road, Pune- 411 002 are standing in the name of Late Shri./Smt. (name of the deceased) in the Register of Members of Kirloskar Brothers Limited. The deceased was holding ___ shares of the following description

<u>Folio No.</u>	<u>Certificate Nos.</u>	<u>Distinctive Nos.</u>	<u>Shares covered in each certificate</u>
------------------	-------------------------	-------------------------	---

WHEREAS:

Shri./Smt. (name of the deceased) expired on (date of death) leaving behind him/her the following heirs :

<u>Sr. No.</u>	<u>Name & Address Of the legal heir</u>	<u>Age</u>	<u>Relation with the deceased</u>
----------------	---	------------	-----------------------------------

1.

2.

3.

AND WHEREAS :

The abovementioned shares were the separate and self acquired property of the deceased. The deceased died leaving his will and testament dated _____ witnessed by _____ and _____ (name of witnesses) in which the deceased had bequeathed _____ (number of shares) equity shares in the name of _____ (name of the applicant). The will as mentioned above is the last will and testament by the deceased and there is no other will/codicil. I/We is/are entitled to inherit solely/jointly the aforesaid shares covered under Folio No. _____ held by the deceased.

NOW THEREFORE :

I/We, (name of the applicant(s) aged __ years, residing at (address of the applicant/s) approach the Company to transmit the shares covered under Folio No. _____ and bearing Certificate No(s). _____ held by the deceased in my/our behalf and enter my/our name(s) in the Register of Members of the Company. In consideration of the Company having agreed to transmit and register the aforesaid shares in my/our name on my/our executing a bond in favour of the Company.

Upon transmission of shares in my/our favour, I/we.....also request Company to arrange for payment of the unclaimed dividend, if any, for last 7 years covered under folio.....based on this indemnity bond and other related documents.

Upon the Company transmitting and registering the shares held by the deceased, and for making of payment of aforesaid unclaimed dividend, if any, for last 7 years, I/Wethe undersigned applicant(s) hereunder for myself/ourselves, my/our heirs, executors, administrators and assigns do hereby jointly and severally covenant with the Company, its successors and assigns and agree and undertake at all times save, defend and to indemnify and keep indemnified the Company, its successors and assigns its estate and effects, and its directors, manager, secretary and shareholders and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said shares or dividends or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner howsoever.

IN WITNESS WHEREOF I/We, the applicant(s) herein has/have signed and set my/our hands on this ____ day of _____ 20__.

Name and address of the Applicant(s)

Signature of the Applicant(s)

1.

1.

2.

2.

3.

3.

Name and address of Witness

Signature of the Witness

1.

1.

2.

2.

Place ;

Date :

PROCEDURE FOR TRANSMISSION OF SHARES IN AN ELECTRONIC FORM

- i. In the event of death of any of the joint holders, the other existing joint holder can get the securities transmitted in their favour by producing the death certificate. The existing joint holders have to open a new account with a depository participant.
- ii. In the event of death of sole holder, the claimants/successors/legal heirs can get the securities transmitted in their favour by submitting the following relevant legal documents to the depository participant.
 - a) Probate of Will
 - b) Succession Certificate
 - c) Letter of Administration or any other legal document which may be required along with an attested copy of the Death Certificate.

The claimants/successors/legal heirs shall have to open an account with a depository participant to get the securities transmitted in their favour.

CLAIMING THE UNCLAIMED DIVIDEND

In case the dividend warrants are lost in transit or have been misplaced and are still valid, the Shareholders would be required to submit Application, Indemnity and Affidavit as per the below given formats.

1. In case the dividend warrants remaining unpaid are outdated/ stale, and such warrants are in custody of the Shareholder, the Shareholder should make an application to the Company Secretary, for revalidation of the same. The format of application is appended below.
2. The Company can revalidate the Dividend warrants upto 7 years from the date of declaration of Dividend; thereafter they are transferred to the Central Government's Investors Education and Protection Fund.
3. Upon receipt of the application and after verification & reconciliation of Bank statement, Company will issue a fresh Demand Draft (DD).

To avoid this problem in the future, Shareholders can use the ECS facility in which the dividend amount is automatically credited to the bank account of Shareholder's choice. To avail this facility, give Bank Mandate to our R&T Agent M/s Link Intime India Private Limited in writing.

APPLICATION FORMAT

Company Secretary

Kirloskar Brothers Limited,
Udyog Bhavan, Tilak Road,
Pune – 411 002.

Dear Sir,

Sub: Loss of Dividend Warrant / misplaced / not received. (Folio No. /DPID-Client Id. _____)

This is to inform you that a Dividend Warrant No. _____ for the year _____ for an amount of _____ has not been received/ has been lost in transit / misplaced/has become outdated

I, therefore, request you to kindly arrange to issue the duplicate warrant.

Thanking you,

Yours faithfully,

Signature
Name of Shareholder

Encl. : As above

SHARES AFTER SCHEME OF ARRANGEMENT

The Scheme of Arrangement between Kirloskar Brothers Limited (KBL), Kirloskar Brothers Investments Limited (KBIL) and their respective shareholders had been duly approved by the Hon'ble High Court of Judicature at Bombay on January 22, 2010. The Appointed Date for the scheme was April 16, 2009 and the Effective Date as per the scheme was March 2, 2010.

In accordance with the Scheme, the shareholders of KBL holding say 20 (Twenty) equity shares of Rs. 2/- each as on the Record Date, were entitled to receive 15 (Fifteen) new equity shares of Rs. 2/- each of KBL after reduction of capital and 1 (One) equity share of Rs. 10/- of KBIL.

Shareholders holding share certificate/s for their KBL shares, desiring to continue to hold KBL new equity shares and KBIL equity shares in the physical form, were issued new share certificates in lieu of the original KBL share certificate/s.

The KBL and KBIL new share certificates for such equity shares, in the above mentioned ratio, under the Scheme were directly dispatched to the concerned shareholder/s by M/s. Link Intime India Private Limited. In case on non receipt of such certificates, shareholders will have to comply with procedure for issue of duplicate share certificates.

Shareholders are advised that they should deface the old share certificates in order to safeguard their interests against any misuse; as such certificates would be null and void and cannot be dealt with in the market.

FREQUENTLY ASKED QUESTIONS (FAQs)

DELETION OF NAME FROM JOINT HOLDING AND CONVERSION OF SINGLE NAME INTO JOINT HOLDING

▪ How to delete one name from the joint holders?

In case the shares are held in Joint names and one of the shareholders expires, please send the certified/notarised copy of the Death certificate along with the share Certificates. Based on the supporting documents, the company can delete the name of the deceased shareholder from the records and make endorsements on the share certificates showing the remaining shareholder as the only holder.

▪ How to convert single holding into joint holding?

To convert single holding into joint holding, such requests have to be accompanied by a transfer deed in the form SH-4 duly executed and stamped along with original share certificates. Such requests even within the family amounts to transfer as these lead to a change in the ownership pattern.

CONSOLIDATION OF FOLIOS

▪ What is meant by Consolidation?

- i. The consolidation of Folios would avoid multiple communication including dividend warrants from the company to you and shall thus reduce the risk of loss/ fraudulent interception of share certificates/ dividend warrants/ other documents during postal transit.
- ii. The request for consolidation of folios should be signed by all the holders.
- iii. If you have more than one folio in the same name or with identical names in the same order, in case of joint holdings, then please intimate us immediately along with relevant share certificates to help us to consolidate such holdings in a single folio.

TRANSPOSITION OF NAMES

▪ What is meant by transposition of names?

Transposition of shares refers to change in the order of names of registered holders. Such requests do not attract any stamp duty.

These requests have to be signed by all the joint holders in respect of the entire holding and should submit the original share certificate(s) to us.

DEMATERIALIZATION

▪ What is meant by Depository System?

The depository concept is similar to the Banking system with the exception that banks handle funds whereas a depository handles securities of the investors. A depository can therefore be conceived of as a “Bank” for securities.

An investor wishing to utilize the services offered by a depository, has to open an account with the depository through the Depository Participant. This is very similar to opening an account with a bank in order to utilize the banking services.

The depository system evolved by the National Securities Depositories Limited (NSDL) and Central Depository Services (India) Limited (CDSL) enables investors to overcome all problems related to handling physical certificates. NSDL and CDSL are organizations formed to provide electronic depository facilities for securities traded. The securities of investors are held in electronic form through the medium of Depository Participants.

▪ What is a Depository?

A depository is an organization where the securities of a shareholder are held in the electronic form at the request of the shareholder through the medium of a depository participant. Depositories will perform the following functions through its various participants.

- a) enable surrender and withdrawal of securities to and from the depository (i.e. dematerialization and re-materialization)
- b) maintain investor holdings in the electronic form
- c) effect settlement of securities trade on the exchanges
- d) carry out settlement of trades not done on the stock exchanges (i.e. off-market trades)

What is meant by Dematerialisation / Re-materialisation?

“**Dematerialization**” is a process by which the physical certificates of an investor are taken back by the Company/Registrar and actually destroyed and an equivalent number of securities are credited in the electronic holdings of that investor.

“**Rematerialization**” is the term used for converting electronic holdings back into certificates. This is done only at the request of the investor.

An investor will have to first open an account with a depository participant and then request for the dematerialization of his certificates through the depository participant so that the dematerialized holdings can be credited into that account. Re-materialisation is exactly the reverse process of dematerialization

Who is a depository Participant (DP)?

Similar to the brokers who trade on your behalf in and outside the stock exchanges, a depository participant is a representative (agent) in the depository system. Depository participant will maintain securities account balances and intimate the holder the status of holdings from time to time. According to SEBI guidelines, financial institutions, banks,

custodians, stock brokers, etc. can become participants in the depository. Investor will have to obtain statements for his account for securities transactions from DP from time to time.

▪ **What are the benefits of depositing securities in NSDL / CDSL?**

Benefits of converting securities in the electronic form are :

- Reduction of risks associated with loss, mutilation, theft and forgery etc.
- The paper work required will be reduced to a minimum, while dealing with securities.
- Greater liquidity, faster settlement and completion of transaction.
- Enhances the acceptability in securities market.
- Reduction in transaction cost through greater efficiency.
- Faster receipt of corporate benefits/rights attached to the security.
- Thus, investor will increasingly find it easy to deal in the shares.

▪ **How to open an account with a depository participant?**

The process of opening an account with a depository participant is similar to the opening of a bank account. A list of depository participants can be obtained from NSDL / CDSL. The depository participants may also advertise the services offered by them once they are registered. Investor will have to approach any depository participant of his choice and fill up an account opening form.

▪ **Whether securities allotted to investor in public issue can directly be obtained in the electronic form?**

In the public issue application form there will be a provision for an investor to indicate the manner in which he wants the securities allotted. However, investor will have to mention his client account number and the name of the depository participant. This will enable the issuer company to credit the securities allotted directly to such investor's demat account.

▪ **How an investor will get the corporate benefits arising out of his holdings, like a bonus / rights or a dividend?**

On declaration of any corporate benefit viz. rights or bonus or dividend for a particular security, the depository will give all the details of the clients having electronic holdings of that security as of record date/book closure to the registrar.

The registrar will then calculate the corporate benefits due to all the shareholders. The disbursement of cash benefits such as dividend/interest will be done by the registrar whereas the distribution of securities entitlements will be done by the depository based on the information provided by the registrar.

In case of discrepancies in corporate benefits, investor can approach respective depository participant who in turn will contact the registrar for clarifications regarding allotment of securities or otherwise.

Kirloskar Brothers Limited

Reg. Office : Udyog Bhavan, Tilak Road, Pune 411 002

Feedback form

Kirloskar Brothers Limited has always valued its relationship with its stakeholders. Company secretary and the members of Investors' Grievance Committee Meeting is continuously monitoring the complaints/grievances and correspondence made with the investors by R & T Agent and by the officers of the Company. Efforts are always taken by the R & T Agent and the Company officers to reduce the response time in resolving the shareholders grievances. In order to further improve our quality of services, we are sending this 'Feedback form'.

1. Name of the shareholder :
2. Folio No/DPID-Client ID :
3. No. of shares held :
4. Telephone No. :
5. Email ID :

***Please make a tick mark () wherever applicable. If you have not availed any of the services, make a tick mark on Not Applicable (N.A.)**

Feedback relating to the services of Link Intime India Pvt.Ltd. (Registrar & Share Transfer Agent)

6. You have been contacted through	Personal visit	E-Mail	Letter	N.A.
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N.A. : In case of N.A. Skip to reverse page

7. In case of personal visit, behavior of the staff.....	Polite	Average	Rude	N.A.
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8. No. of times you have to contact for the same work.....	1	2	3	N.A.
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9. Response time taken to resolve your queries	Prompt	Moderate	Delay	N.A.
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10. Overall opinion about the service regarding :	Excellent	Good	Average	N.A.
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a) Transfer of shares.....				
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b) Transmission of shares.....				
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c) Issue of duplicate shares.....				
d) Non receipt of dividend.....				
e) Change of address.....				
f) ECS facility/dividend mandate.....				
g) Nomination registration.....				
h) Non receipt of share certificate.....				
l) Request for Annual Report				
J) Any other (Pl. specify).....				

Please make a tick mark () wherever applicable. If you have not availed any of the services, make a tick mark on Not applicable (N.A.)

Feedback relating to the services of Company:

1. You have been contacted through	Personal visit	E-Mail	Letter	N.A.
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N.A. : In case of N.A. Skip to Q6

2. In case of personal visit, behavior of the staff.....	Polite	Average	Rude	N.A.
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3. No. of times you have to contact for the same work.....	1	2	3	N.A.
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4. Response time taken to resolve your queries	Prompt	Moderate	Delay	N.A.
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5. Overall opinion about the service regarding :

Excellent	Good	Average	N.A.
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(a) Non receipt of dividend/unclaimed dividend.....

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(b) Revalidation of dividend warrants.....

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6. Have you attended a General Meeting? If yes,

Opinion regarding the arrangements made at the time of meeting

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7. Overall opinion regarding :

(a) Annual Report.....

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(b) Information for investors available on the website.....

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8. Mention areas, where you feel improvement is required :

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Date :

Signature:

Thank you for spending your valuable time

*This feedback is precious

*This feedback will be kept confidential