

FAQ No. 1: Standard procedure for Investor Service Requests

Commonly for all applications like transmission, duplicate, unclaimed dividend, IEPF claim, requiring submission of original documents physically, kindly follow below steps:

1. Send an email to RTA at investor@bigshareonline.com with a copy to Company at secretarial@co.in with necessary attachment like share certificate, dividend warrant and KYC documents, as applicable, explaining the case and background.
2. Accordingly, necessary procedure and formats will be provided by a written response.
*Formats are prescribed by SEBI and are available on company website.
3. On necessary execution of documents in prescribed formats, send the originals through post / courier to:

Bigshare Services Private Limited, Registrar and Share Transfer Agent (RTA)
(Unit: Kirloskar Brothers Limited),
Office No. S6-2, 6th Floor, Pinnacle Business Park,
Next to Ahura Centre, Mahakali Caves Road, Andheri (East), Mumbai - 400 093

Further, send the dispatch details of documents sent, through email to Investor@bigshareonline.com
And secretarial@kbl.co.in for tracking the consignment.

4. The said application documents will be processed as per applicable guidelines.