

SI No	Matters	Help Desk
1.	Who should be contacted on matters relating to share transfer/ transmission/ transposition/ change of name/ address/ signature, mandate/split/consolidation/ issue of duplicate share certificates registering Power of Attorney etc.?	Contact Company's Registrars and Share Transfer Agents (RTA) viz. Integrated Enterprises (India) Ltd. at Kences Towers, 2nd Floor, North Usman Road, T.Nagar, Chennai 600 017. RTA will guide and assist the shareholders in all these areas.
2.	What is dematerialization (Demat) and why is it required?	Dematerialization (Demat) is a process by which shares held in physical form are converted into electronic form. The dematting will do away with physical certificates. SEBI has notified various Companies whose shares have to be traded only in demat form. Our Company shares are also subject to compulsory trading in demat form on the Stock Exchanges.
3.	Some of the benefits of Demat	1) Immediate transfer of shares 2) No need for formal registration 3) Exemption from stamp duty 4) Quick settlements 4) No need to preserve certificate(s) 5) No worry about loss/theft/mutilation/forging of share certificate(s) 6) Widely accepted for pledging against borrowings 7) Can be rematerialized to physical form at any time etc.
4.	How to demat the shares?	1. Open Beneficiary Account with a Depository Participant (DP) registered with SEBI. 2. Submit Demat Request Form (DRF) as given by DP duly filled in and signed by all the holders along with share certificates and requisite documentary proof. Obtain acknowledgement from DP. 3. Demat requests required to be completed within 21 days. 4. Receive statement from the DP confirming the holdings. 5. Do not send share certificates/ documents to the Company/Company's RTA. Directly.
5.	How to get dividend on Dematted shares?	Dividend will be credited through Electronic Clearing Service (ECS) to the bank accounts if opted by the members while opening Beneficiary Account with DP. Otherwise warrants will be dispatched with bank account details of the members printed thereon
6.	Will demat holders get Annual Reports of the Company?	Demat shareholders have the same rights as that of physical shareholders and hence are entitled to receive Annual Reports, attend the meetings and vote thereat.
7.	What is rematerialization (remat) of shares	A process by which dematted shares are reconverted into physical form with the reissue of share certificate(s).
8.	How to remat the shares?	1) Submit duly filled in Rematerialization Request Form (RRF) to the concerned DP. 2) DP will intimate relevant Depository of the request through the system. 3) DP will submit RRF to the Company's RTA. 4) Depository will confirm remat request to the Company's RTA. 5) RTA will update the records, print certificate(s) and inform Depository. 6) Depository will update the Beneficiary Account of the shareholder by deleting the shares rematerialized. 7) RTA will dispatch share certificate(s) to the shareholder.

9.	What is Nomination Facility?	Section 109A of the Companies Act, 1956 provides this facility which is useful for individuals holding shares in single name. If shares are held in joint names, nomination will be effective only in the event of death of all joint holders.
10.	How to appoint a Nominee?	For physical holding, fill up Form 2B (refer Company's web site for the format) and submit to the RTA. For demat holding, nomination has to be registered with the concerned DP directly as per format prescribed by DP
11.	Who can be appointed as Nominees?	Only individuals holding shares can appoint other individuals (including minors) as Nominees. Trust, society, body corporate, partnership firm, Karta of HUF and power of attorney holders cannot be appointed as nominees. There can be only one nomination for each folio.
12.	How does the Dividend paid, if declared?	Dividend, when declared, will be paid through Dividend warrants posted to the address of the shareholder or credited to respective bank account, if man date is provided by the member. Dividend is also paid through Electronic Clearing Service (ECS), if opted by the member.
13.	What will happen to unclaimed dividend?	Members can contact RTA for getting unclaimed dividend within a period of seven years from the date of declaration. Unpaid/unclaimed dividend lying in unpaid dividend account of the Company for a period of seven years will be transferred to Investor Education and Protection Fund (IEPF) constituted by the Central Government.
14.	What is Electronic Clearing Service (ECS)?	Reserve Bank of India has provided this facility which gives shareholders an option to collect dividend/interest directly through their bank accounts rather than receiving the same through post. Accordingly investors' bank account is directly credited and an advice in this regard is sent to the investor. Credit will be given to the existing bank account as opted by the investor and hence no new bank account needs to be opened for this purpose.
15.	What are the benefits of ECS?	1) Prompt credit to the investor's bank account 2) No extra cost 3) Delay/loss in post are avoided 4) No need of issue of duplicate warrant as there will be no loss in transit. 5) Fraudulent encashment is avoided.
16.	How to avail ECS facility?	Physical Shareholder may fill in the ECS Mandate Form (refer Company's web site for the format) and forward to Company's RTA. Members holding shares in demat form may contact DP directly for availing this facility.