

**Stock Exchange Details:**

Company's Shares are listed on the following Stock Exchanges in India:

**Bombay Stock Exchange Limited (BSE)**

Phiroze Jeejeebhoy Towers, Dalal Street,  
Mumbai 400 001 Maharashtra

**Madras Stock Exchange Limited,**

30, II Line Beach Road,  
Chennai – 600001 Tamilnadu

**Codes of Stock:**

Bombay Stock Exchange Limited – (BSE)  
Ordinary Shares (demat form)

**512634  
SAVERAIND**

Madras Stock Exchange Limited  
Ordinary Shares

**SAVERA INDUSTRIES**

## **Information regarding applying for change of address/Bank Account Details, Transmission of Shares, Transfer of Shares, Loss of Share Certificate**

Intimating the company for change of address/bank account details:

### **Shares in physical form**

#### Change of address

To inform the change of your address, a letter duly signed by the first named holder providing the details of folio No, Name, No of shares and the new address may be given to our Registrar & Share Transfer Agents Viz. Cameo Corporate Services Limited, 'Subramanian Building', 1, Club House Road, Chennai – 600002 Tamilnadu (Tel No: 28460390)

Please note that instruction for change of address should be given in writing duly signed by the first holder. Instructions by e-mail/fax will not be accepted.

#### Change of details of bank account for ECS/physical warrant

To add/modify the bank details to be printed on the dividend warrant or in case you desire to obtain dividend through ECS, you may submit a form (See Annexure 1) duly signed by the first holder to our Registrar & Share Transfer Agents Viz. Cameo Corporate Services Limited, 'Subramanian Building', 1, Club House Road, Chennai – 600002 Tamilnadu (Tel No: 28460390)

Please note that instructions for change of bank account/ECS data should be given in writing duly signed by the first holder. Instructions by e-mail/fax will not be accepted.

### **Shares in Demat form**

Shareholders having shares in demat form are requested to give the intimation regarding the change in bank details/change in their address, only to their Depository Participant. If the same is sent to the Company or our registrar and share transfer agent, we will not be in a position to take note of the same

In case of the death of a sole holder or all holders due to which shares are required to be transmitted to the legal heir, the following documents are required to be submitted preferably by registered post/hand delivery to our Registrar & Share Transfer Agents Viz. Cameo Corporate Services Limited, 'Subramanian Building', 1, Club House Road, Chennai – 600002 Tamilnadu (Tel No: 28460390).

1. If the deceased has left a Will, send us the original probate of the Will or a court certified copy thereof together with the original Share Certificates.
2. If the deceased has not left any Will, you have to send the Succession Certificate or Letter of Administration for the estate of the deceased along with the original Share certificates
3. For transmission of Shares, without the production of the necessary legal representation, following documents are to be submitted.
  - a. Affidavit cum Indemnity form on non-judicial stamp paper of Rs.300/- declaring the names of all legal heirs of the deceased duly signed by the claimant before a Presidency Magistrate or a Notary Public.
  - b. Copy of the Death Certificate (Original/Notarized) of the deceased Share/Debenture holder as also the original Share/Debenture certificates held by the deceased.
  - c. Bank account details of new first name holder after transmission also needs to be given for dividend payments (through ECS/Physical warrant)

## **Transfer of Shares Procedure**

The Share certificates should be sent along with the Share Transfer Deed, (available with Stock Exchange/Share Brokers) duly filled in, executed and affixed with share transfer stamps at 0.25% of the market value on the date of execution of the transfer deed will have to be sent to our R & T Agent Viz. Cameo Corporate Services Limited, 'Subramanian Building', 1, Club House Road, Chennai – 600002 Tamilnadu (Tel No: 28460390).

Send the share Certificates either by personal delivery or through Registered Post only.

If you are signing as a Power of Attorney holder, Please mention the POA registration number and date of registration by our R & T Agent at the time of lodging the POA initially for registration. If you have not registered the Power of Attorney with us, kindly enclose the attested copy of the Power of Attorney alongwith the transfer deed and the share.

Transfer deeds are valid for a period of one year from the presentation date indicated in the stamp affixed by the Registrar of Companies on the upper portion of the deed or the closure date of Register of Members immediately after the presentation date, whichever is later. Please check whether your transfer deed is still valid.

Company provides ECS facility for payment of dividend at locations specified by RBI. Currently they are at Ahmedabad Bangalore, Bhubaneswar, Chandigarh, Chennai, Delhi, Guwahati, Hyderabad, Jaipur, Kolkata, Mumbai, Nagpur and Thiruvantapuram. If you stay at a location where ECS facility is not available, the bank account details you furnish will be printed in the warrant.

It takes 15 days for processing the transfer in normal course. Once the shares are registered in your name, you will get an option letter to demat your shares. If you don't exercise the demat option within 30 days, the share certificates will be dispatched to you. To avoid any discrepancy/objection on lodgement, please ensure that the transfer deed is duly filled in and executed as explained above.

In case the shareholders desire the above documents may also be submitted at the Corporate Office of the Company at No.9, 5<sup>th</sup> Cross Street, Mylapore, Chennai – 600004 Tamilnadu.

If your share certificates are lost or misplaced, please write immediately to our Registrar & Share Transfer Agents viz. Cameo Corporate Services Limited, 'Subramanian Building', 1, Club House Road, Chennai – 600002 Tamilnadu (Tel No: 28460390) to issue a duplicate Share Certificate along with the following details.

Folio No/Client Id No  
Distinctive Nos.  
Certificate Nos.  
Name of shareholder(s)

Please note that on receipt of any application for duplicate shares and on compliance of the relevant procedure as laid down by the Company/our Registrars and Transfer Agent, the company issues an advertisement giving the details of the duplicate share certificates proposed to be issued. Such advertisements are generally issued in Newspapers. If anybody has objection to the issue of duplicate share certificate(s), such person(s) may write to us or to our Registrar and Share Transfer agent at the above address within 15 days from the date of advertisement. Only after this procedure is completed, the company would issue a duplicate share certificate.