

Procedure for recording change of address

Shareholders holding shares in physical form may send request letters duly signed by the sole / first named holder giving new address along with PIN code by quoting the folio number and name of the Company whose shares are held. Shareholders are also requested to furnish proof of their current address such as attested copies of Ration card / Passport / Latest Electricity or Telephone Bill / Lease Agreement etc. Please ensure that signature of the shareholders on request letter matches with the signature of the shareholder on Company's records. Otherwise, shareholders will be required to satisfy the Company / Registrar by submitting documents as required in support of the changed signature i.e. PAN Card, Passport, Attestation of shareholder's signature by Bank etc. For suggested format of letter please check here http://www.hiddenwealth.in/change_of_address.pdf

Procedure for registering change in name of the shareholders

After acquiring the shares in physical form, if there is any change in the name of the registered holders, shareholders are requested to send a request for registering change in name supported by attested copies of documents such as, Marriage Certificate, Gazette Notification, Court order etc. together with all the share certificates covering the entire holding along with Form for recording change of name with new signature in the changed name duly attested by Notary / Magistrate under their official seal. For suggested format of letter and Form please check here http://www.hiddenwealth.in/change_of_name.pdf

Procedure for Registration of Power of Attorney / Authority to another person to deal with shares.

Shareholders desiring to give authority to another person to deal with shares registered in their name are requested to execute a Power of Attorney in favour of concerned persons and submit notarized copy of the same to the Company / Registrars by quoting the folio number under which shares are held. After scrutiny of the documents, Company / Registrars shall register the Power of Attorney and inform the registration numbers of the same. Whenever a transaction is done by the Attorney, this registration number should be quoted in the communication.

Shareholders are requested to ensure that they certify the signature of the Attorney in the Power of Attorney Document. Otherwise Attorney's signature needs to be attested by a Notary / Magistrate under their official seal supported by attested copy of the PAN Card of the Attorney. For suggested format of letter and form please check here http://www.hiddenwealth.in/power_of_attorney_registration.pdf

Procedure for registration of Nomination

Shareholders holding shares in physical form can avail the Nomination facility as provided under section 109A of the Companies Act, 1956. This facility is mainly useful for individuals holding shares in sole name. In the case of joint holding of shares by individuals, nomination will be effective only in the event of the death of all joint holders. Nomination can only be made in single name. Investors are advised to avail of

the nomination facility by submitting the prescribed Form 2 B to the Company / Registrars.

There can be only one nomination for one folio. Folios having different order or combination of names of shareholders will require separate nomination.

Shareholders can revoke / vary the nomination once made. If nomination is made by joint holders, and one of the joint holders dies, the remaining joint holder(s) can make a fresh nomination by revoking the existing nomination.

Joint holders are not nominees. They are joint holders of relevant shares having joint rights on the shares. In the event of death of any one of the joint holders, the surviving joint holder(s) of the shares is / are the only person(s) recognized under Law as holder(s) of shares. Joint holders may together appoint a nominee.

Non-Resident Indian (NRI) shareholders can avail of Nomination facility. But a Power of Attorney holder of NRI shareholder cannot exercise this facility on behalf of NRI shareholder. NRI can be a nominee on repatriable or non-repatriable basis subject to Reserve Bank of India's permission, as applicable.

Nominee can also be a Minor through a guardian.

Nominee is entitled to all the rights of deceased shareholder to the exclusion of other persons. In the event of death of the shareholder(s), all the rights of the shareholder shall vest in the nominee. In case of joint holding, all the rights shall vest in the nominee only in the event of death of all the joint holders. The nominee is required to apply to the Company / Registrars by reporting death of the shareholder(s) along with attested copy of the death certificate.

The nominee has an option to decide to register himself as a shareholder or he / she could send an application to have the shares transferred to any other person to whom the deceased shareholder could have otherwise transferred the shares. If the nominee opts to transfer the shares of the deceased holder to a third party, he / she should submit to the Company / Registrar transfer deed(s) duly stamped and executed along with relevant share certificate(s) and other documentary proof(s). For suggested format of letter please check here http://www.hiddenwealth.in/registration_of_nomination.pdf

Procedure for Transposition of Names i.e. changing the order of names of registered holders

In case of requests for changing the order of names of registered holders, a request duly signed by all the joint holders may be sent to the Company / Registrars along with Form of Transposition and all the share certificates covering entire holding which is known as "Transposition". Transposition can be done only for the entire holding under a folio and therefore request for transposition of part holding cannot be entertained by the Company /

Registrars. For form of Transposition please check here http://www.hiddenwealth.in/form_for_transposition.pdf

Procedure for Deletion of names of deceased holder

If the shares are registered in joint names and when one of the joint holder is deceased, the surviving joint holders will have to submit a request letter supported by an attested copy of the death certificate of the deceased holder and accompanied by all the share certificates covering entire holding and Name Deletion Form duly signed by all the surviving joint holders. Under the present guidelines of SEBI, surviving joint holders are also required to submit their PAN Card details. Requests for deletion of name on part holding cannot be entertained by the Company / Registrars. For format of Deletion form, please check here http://www.hiddenwealth.in/deletion_of_name.pdf

In the case of a deceased holder who held shares in single / sole name, the heirs of the deceased holders will be required to follow the Procedure of Transmission.

Procedure for Transmission of shares

The legal heirs of shareholders who have not left any Will are required to obtain Succession Certificates or Letter of Administration listing therein details of such shares. Requests for transmission of shares should be sent to the Company / Registrars along with attested copy of the Succession Certificate / Letter of Administration, all the share certificates covering entire holding of deceased shareholder accompanied by Transmission Form duly signed by the legal heir(s). Requests for transmission of part holding of deceased cannot be entertained by the Company / Registrars.

The legal heirs of shareholders who have left a Will are required to obtain Probate of the Will from a Court of Competent jurisdiction and then send a request letter for transmission of shares to the Company / Registrars accompanied by attested copy of the Probate of the Will, all the share certificates covering entire holding of the deceased shareholder and Transmission Form duly signed by the legal heir(s). Requests for transmission of part holding of deceased cannot be entertained by the Company / Registrars. For format of transmission form, please check here http://www.hiddenwealth.in/transmission_of_shares.pdf

If the legal heirs of deceased shareholders are not in a position to obtain Probate of the Will / Succession Certificate / Letter of Administration, they are requested to approach the Company / Registrars for transmission of shares explaining the reasons why they are unable to obtain Title to the shares of the deceased holder. After going through circumstances of each such request, the Company may consider transmission and suggest procedure and formalities for transmission without obtaining Title.