



Dematerialisation of shares & its benefits

The shareholders holding shares in physical form are requested to dematerialise the shares to avail the benefits of electronic holding by following the steps given below:

Steps for dematerialisation:

Step 1: Open Demat Account with Depository Participant (DP).

(List of Registered DPs: <https://nsdl.co.in/related/deprt.php> & <https://www.cdslindia.com/DP/dplist.aspx>)

Step 2: Submit Demat Request Form and Physical Share Certificate to DP.

- *In case the share certificate is lost/stolen/misplaced: Apply for issuance of Duplicate Share Certificate by following the steps mentioned in **Annexure A** (enclosed).*
- *In case of Joint Holding: If a shareholder is deceased, the surviving shareholder(s) may submit the share certificate for demat by enclosing Transmission form, PAN copy of the surviving shareholder(s) and notarised copy of death certificate of the shareholder.*

Step 3: Rectify the errors, if any and resubmit Demat Request Form.

Step 4: Receive shares electronically in the account.

Benefits associated with holding shares in demat mode:

- Safety and security - Elimination of loss or theft of shares
- Faster and smoother settlements
- Better liquidity and monetisation
- Easy Transmission
- Reduction in errors due to the extent of manual work
- One-stop storage for all assets
- Central point for updating information etc.

Registration of Bank Mandate, PAN, Mobile Number, Email ID & Address:

The Shareholders are also requested to register the Bank Mandate and PAN for receiving dividends directly into the Bank Account and update Email ID, mobile number & communication address for receiving the Notice, Annual Report and communications from the Company. Registration form enclosed as **Annexure B**.

For any assistance/quiries: You may send an email to investorservices@tvs-e.in or contact STA: M/s. Sundaram Clayton Limited at 044 - 28272233 / 28307700.



(Annexure A)

PROCEDURE FOR OBTAINING DUPLICATE SHARE CERTIFICATE

A. STEPS TO BE FOLLOWED BY THE SHAREHOLDER;

Step 1: Lodge a complaint with police authorities (Online or at police station):

Online Complaint/FIR should contain name of the company, folio no., share certificate no. and distinctive number.

Step 2: Execute Indemnity Bond and Affidavit (Format enclosed)

Step 3: Send aforesaid documents to the Share Transfer Agent (STA):

Original or copy of FIR duly acknowledged by police authorities or online complaint request letter duly notarized, original signed Indemnity Bond and Affidavit shall be sent to STA.

Address and contact details of STA:

M/s. Sundaram Clayton Limited, "Jayalakshmi Estates" 1st Floor No. 29, Haddows Road
Chennai - 600 006 Tel: 91-44-28272233 / 28307700 Fax No. 91-44-2825 7121, Email id:
arockiaraj@scl.co.in or icsta@scl.co.in.

B. Upon receipt of the above documents the Company/STA will;

- Intimate to the Stock Exchanges regarding loss of share certificate(s).
- Publish a notice of loss of share certificate in a newspaper on behalf of the shareholder will publish at the expenses of shareholder.
(In case the shareholder is willing to wait, the company will accumulate the requests received from the shareholder regarding issue of duplicate share certificate and publish a consolidated paper advertisement in a newspaper regarding loss of share certificate once it receives sufficient request. This method is being followed to reduce the cost of advertisement payable by the shareholders.)
- If the Company, has not received any objection from any member / broker of stock exchange / public within 21 days from the date of publishing notice in newspaper, it will issue the duplicate share certificate(s).

The above procedure is being followed in the interest of shareholders.

Format of Indemnity Bond

(To be executed on a non-judicial stamp paper of requisite value as applicable in your State)

INDEMNITY BOND FOR ISSUE OF DUPLICATE SHARE CERTIFICATE/S

This indemnity bond executed at ----- on the----Day of ----- by (1) -----S/o, W/o, D/o-----
-----aged about ----- years, residing at -----
----- (2) ----- S/o, W/o, D/o -----aged about ----- years, residing at -----
----- (3) ----- S/o, W/o, D/o -----
-----aged about ----- years, residing at -----
----- (hereinafter referred to as ' the indemnifiers') to and in favour of M/s TVS Electronics Limited
registered under the Companies Act, 1956 and having its registered office at 249A, Ambujammal Street, Off TTK Road,
Alwarpet Chennai – 600 018 (hereinafter referred to as ' the company'):

WHEREAS the indemnifiers are the shareholder of the company holding ----- equity shares of Rs.10/- each vide folio
number ----- more fully described in the schedule hereunder (hereinafter referred to as ' the said share certificates').

WHEREAS the indemnifiers reported non receipt /loss of said share certificates and produced necessary evidence such as
postal complaint / copy of FIR filed with the concerned authorities in respect of said share certificates and requested the
company to issue duplicate share certificates in lieu of and in cancellation of the said share certificates reported as not
received / lost.

WHEREAS the company has accepted such request on the condition that the indemnifiers execute necessary guarantee in
favour of the company being these presents.

NOW THIS DEED OF INDEMNITY WITNESSETH

- (1) The indemnifier(s) hereby states/ do hereby state that he / they is / are not possession of the said shares certificates and
that he / they has / have not pledged / hypothecated the said share certificates with any one or sold or transferred the said
share certificates to any one.
- (2) The indemnifier/s further agree/s that in case the said original share certificate/s was /were traced or found out or reaches
the indemnifier/s in any manner whatsoever he/they will not make use of the said original share certificates for sale or
otherwise and will surrender the same to the company.

In consideration of the company having agreed to issue duplicate share certificates without surrendering the original share
certificates reported lost in the names of the indemnifiers I / We, the indemnifiers hereunder for myself/ourselves, my/our
heirs, executors, successors and assigns DO HEREBY jointly and severally covenant with the company, its successors
and assigns that I /We and each of my/our heirs, executors, administrators and assigns will, upon the company issuing
such duplicate share certificates in lieu of the original certificates reported not received /lost, in my / our name/s I/We at all
times save, defend, indemnify and keep indemnified the company, its successors and assigns, its estate and effects, and
its directors, manager, secretary 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 the dividends or any part thereof, or
otherwise in connection with the same, and from and against all claims, damages, expenses and losses arising in any
manner howsoever.

In witness whereof I/We, the indemnifier(s) herein has/have signed and set my / our hand(s) on the day, month and year
mentioned above.

SCHEDULE

Original share certificate no reported lost	Distinctive Nos.	No. of shares
-----	-----	-----
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Signature of Shareholder(s)

Name, address and signature of witnesses

- 1.
- 2.

Format of Affidavit

(To be executed on a non-judicial stamp paper of requisite value as applicable in your State)

AFFIDAVIT FOR DUPLICATE SHARE CERTIFICATE

I / We ----- aged about ----- years residing at -----
-----, registered holder(s) of ----- equity shares of Rs.10/- each as detailed below in
M/s TVS Electronics Limited, whose registered office is located at 249A, Ambujammal Street, Off TTK Road, Alwarpet Chennai
- 600 018.

Folio No.	No. of Shares Held	Certificate No.(s)	Distinctive Nos.
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I / We do solemnly and sincerely swear and state as under:

1. That the said share certificate(s) covering the said shares has/ have not received and it is / they are not in my / our possession.
2. That I / We have not transferred the said share(s) or any other person and I / We have not executed any instrument of transfer for the said share(s) in favour of any person.
3. That I / We have filed a request to the company, to issue new share certificate(s) for the said shares.

Name(s) of the Shareholder(s)

Signature(s) of Shareholder(s)

VERIFICATION

I / We solemnly verify that the facts stated above are true and nothing material has been concealed.

Name(s) of the Shareholder(s)

Signature(s) of Shareholder(s)

Executed at _____ the ____ day of _____.

(Note: This affidavit should be attested by a notary Public or a First Class Special Executive Magistrate.)



Annexure B

FORM FOR REGISTRATION OF PAN, BANK MANDATE, EMAIL & MOBILE

To
Sundaram – Clayton Limited
Jayalakshmi Estates, 1st Floor,
No.29 Haddows Road
Chennai – 600 006.

Unit :

Folio No. :

Dear Sir,

I/We request you to register PAN , Bank mandate , email , address , Mobile for the aforesaid folio number.

(Please tick the appropriate box).

Name		PAN									
First Holder:											
Joint Holder 1:											
Joint Holder 2:											
Phone / Mobile No.											
Email id of the first / sole shareholder											
Like to receive all communication through electronic mode (Tick appropriate box)		YES		NO							
Address of first named shareholder / sole shareholder.											

Bank Account Details: (for electronic credit of unpaid dividends and all future dividends):

Name of the Bank											
Name of the Branch & Address											
Account Number											
Account type											
9 Digit MICR Number											
11 Digit IFSC Code											

I/we, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/we will not hold company responsible.

Signature of the first holder

Signature of 1st Joint holder

Signature of the 2nd Joint holder

Encl.:

- (1) Photocopy of pan card of all the shareholders selfattested.
- (2) Cancelled cheque with the name of first / sole shareholder printed on it.
- (3) Address proof like copies of passport (or) aadhaar card (or) driving licence (or) voter id of all the shareholders self attested.