

## **FORMAT OF INVESTOR FORUM**

### **INVESTOR SERVICES**

1. Board of Directors
2. Committee of the Board
3. Share Capital Structure
4. Listing of Equity Shares in Stock Exchanges.
5. History of Dividend declared by the Company  
Details of Unclaimed Dividend transferred to Investors Education Protection Fund for the period between ..... to .....
6. Transfer of shares
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9. Issue of duplicate share certificate
10. Change of mailing address
11. Consolidation of folios
12. Change in the name of the shareholder
13. Dematerialisation

## **BOARD OF DIRECTORS:**

The details of the Directors of your Company are given below;

<b><u>S. No.</u></b>	<b><u>Name</u></b>	<b><u>Designation</u></b>
1)	Mr. V. P. Mahendru	: Chairman-cum-Managing Director
2)	Mr. Vivek Mahendru	: Executive Director
3)	Mr. Vinay Mahendru	: Executive Director
4)	Mr. R. C. Bansal	: Director
5)	Sh. A. K. Ghosh	: Director
6)	Sh. Ranjan Sarkar	: Director

## **BOARD COMMITTEE INFORMATION**

### **Audit Committee**

The details of the Directors are given below;

<b><u>S. No.</u></b>	<b><u>Name</u></b>	<b><u>Designation</u></b>
1)	Mr. R. C. Bansal	: Chairman
2)	Mr. A. K. Ghosh	: Member
3)	Mr. Vivek Mahendru	: Member

### **Remuneration Committee**

The details of the Directors are given below;

<b><u>S. No.</u></b>	<b><u>Name</u></b>	<b><u>Designation</u></b>
1)	Mr. R. C. Bansal	: Chairman
2)	Mr. A. K. Ghosh	: Member
3)	Mr. Ranjan Sarkar	: Member

## Administrative and Shareholders/ Investors Grievances Committee

The details of the Directors are given below;

<u>S. No.</u>	<u>Name</u>	<u>Designation</u>
1)	Sh. R. C. Bansal	: Chairman
2)	Mr. Vinay Mahendru	: Member

## SHARE CAPITAL STRUCTURE

### 1. Authorized Share Capital

<b>A</b>	<b>No. of Equity Shares</b>	<b>Nominal value of the Share (in Rs.)</b>	<b>Total Amount (in Rs.)</b>
	1,90,00,000	5/-	9,50,00,000

<b>B</b>	<b>No. of Preference Shares</b>	<b>Nominal value of the Share (in Rs.)</b>	<b>Total Amount (in Rs.)</b>
	60,00,000	5/-	3,00,00,000

### 2. Issued, Subscribed and Paid up Share Capital as on .....

<b>A</b>	<b>No. of Equity Shares</b>	<b>Nominal value of the Share (in Rs.)</b>	<b>Total Amount (in Rs.)</b>
	1,60,57,466	5/-	8,02,87,330

<b>B</b>	<b>No. of Preference Shares</b>	<b>Nominal value of the Share (in Rs.)</b>	<b>Total Amount (in Rs.)</b>
	NIL	NIL	NIL

**LISTING OF EQUITY SHARES:**

The Equity Shares of the Company are listed with the following Stock Exchange:

<b>Name</b>	<b>Ticker Symbol</b>	<b>Script Code</b>
The Bombay Stock Exchange Ltd., Mumbai	<b>EON</b>	<b>532658</b>
National Stock Exchange of India Limited	<b>EON</b>	

**PART A: UNCLAIMED DIVIDEND TRANSFERRED TO INVESTORS EDUCATION AND PROTECTION FUND**

1. **DETAILS OF UNCLAIMED DIVIDENDS TRANSFERRED TO INVESTORS EDUCATION AND PROTECTION FUND FOR THE PERIOD BETWEEN ..... THROUGH .....**

**AS PER THE COMPANY'S RECORDS.**

<b>YEAR</b>	<b>AMOUNT (Rs.)</b>	<b>DATE ON WHICH THE UNCLAIMED DIVIDEND WAS TRANSFERRED TO THE CENTRAL GOVERNMENT</b>

**Draft format of an indemnity bond as well as an affidavit for claiming duplicate dividend warrant is given as under:**

**FORM II**

**Indemnity Bond for Issue of Duplicate Dividend Warrant**

I/We hereby request you to please issue me/us a duplicate against the above said dividend.

I/We hereby agree to indemnify the Company in the manner herein after stated:

I/We have not changed, pledged, created any lien or any sort of encumbrance or otherwise dealt in so as to create any adverse claim upon the amount of the Dividend Warrant. Now it is hereby agreed that in consideration of issuing duplicate Dividend Warrant for the said amount I/We hereby covenant at all times hereafter and from time to time save, defend and keep indemnified the Company and their estates and effects from and against allocations, costs, suits, legal proceedings, accounts sustain of incur by reason of such issue of duplicate Dividend Warrant and also from and against any action which may be brought against the Company by any, claiming the dividend accrued thereon and from otherwise in relation to the premises.

It is hereby further agreed that I/We hereby undertake to return and deliver such duplicate Dividend Warrant to the company and with or without such demand to produce and/or return the original Dividend Warrant received at their own cost as the Company shall require for the recovery thereof or otherwise in relation to the premises.

IN WITNESS WHEREOF I/WE HAVE HERE UNTO SET AND SUBSCRIBED MY/OUR RESPECTIVE HAND ON

**WITNESS**

**NAME(S) & ADDRESS(S) OF  
SHAREHOLDER(S)**

NAME

NAME

SIGNATURE

SIGNATURE

ADDRESS

ADDRESS

**Where the outdated dividend warrants are with the custody of the shareholder**

- The shareholder has to send the outdated dividend warrant to the Company or to the Share Transfer Agent.
- If the unclaimed dividend amount has not yet been transferred to the Investor Education and Protection Fund, then the Company would arrange for the payment of the same.

## TRANSFER OF SHARES IN PHYSICAL FORM

### ANSWERS TO THE FAQ's

- 1) Who are Company's Share Transfer Agents?

Our Company's Share Transfer Agents are:

**M/s. Alankit Assignments Ltd.**  
Registrars & Share Transfer Agents  
2E/21, Alankit House,  
Jhandewalan Extn.,  
New Delhi – 110055.  
Tel Nos. 91 11 42541955/960  
Fax No. 91 11 4254 1201  
E-mail : jksingla@alankit.com

- 2) Where do I lodge my transfer documents?

The duly executed Transfer Deed along with the original share certificate are required to be lodged with M/s. Alankit Assignments Ltd. at the above address only.

- 3) What are the things to be kept in mind while executing transfer documents?

The transfer documents must satisfy the following:

- a. Must be accurately completed in all respects as well as signed and witnessed by both transferor/s and transferee.
- b. the Transfer Deed must indicate the date of presentation.
- c. the date of execution is subsequent to the date of presentation
- d. the Transfer Deed is affixed with share transfer stamps of necessary value
- e. the date of lodgement of the transfer document must be before the date of book closure announced by the Company

Note: You are kindly requested to keep photocopies of share certificates, transfer deeds and other allied documents, if any, the forwarding letter as also the postal registration slip or hand delivery receipt, as the case may be when you lodge the shares with M/s. Alankit Assignments Ltd. for transfer.

Your specimen signature as appearing on the Transfer Deed and taken on record by us is the only mark of identification while dealing with all further transactions in your folio and therefore, we advise you to keep a copy of such signature with you so as to avoid any complication arising out of signature difference in your future correspondence with us. Any change in your specimen signature should be intimated to us immediately with your revised signature duly attested by you banker.

4) How long does it take to complete the share transfer formalities?

All transfer requests are processed by us within an average period of one week. If you do not receive any response from us within one week of lodging the transfer request, please write/contact us with details of documents so that necessary

**PROCEDURE FOR EFFECTING THE CHANGE OF MAILING ADDRESS**

- a. Shareholders who hold share certificates in physical form are requested to write to the Company informing about the new address with the following information
  - The old address
  - The pin code of the new address
  - Proof of New Address
- b. We acknowledge every letter we receive for change of mailing address within two working days.
- c. In case you do not receive any reply from us, please do not hesitate to contact us.
- d. Please ensure that your signature appearing in such request is as per the specimen signature recorded with us. In case of joint holding, all the joint holders should sign such request.

**PROCEDURE FOR CHANGE OF ADDRESS IN AN ELECTRONIC FORM**

The shareholders who hold shares in electronic form are requested to intimate their change of address to the depository participant with whom they maintain their demat account and not to the Company or the share transfer agent.

**TRANSMISSION OF SHARES IN THE EVENT OF PHYSICAL FORM**

1) What is transmission of shares?

The word “transmission refers to devolution of title to shares. This would include devolution by operation of law, death, bankruptcy, marriage and in any way other than by transfer.

2) What is the procedure when a shareholder is deceased/transmission of shares?

In the event of a shareholder's demise, the joint holder(s) if any, of the shares are entitled to have the shares transmitted to their names on production of an attested copy of the death certificate of the deceased.

In case there is no joint holder, then the legal heirs have to fulfill the following requirements.

- Firstly notify either the Company or the Share Transfer Agent that the shareholder is deceased.
- Forward an attested copy of the death certificate either to the Company or to the Share Transfer Agent.
- A certified copy of the probate (if available) or a succession certificate has to be submitted to the Company.
- In addition to the above, the following documents have to be produced:
  - ∞ An indemnity bond from the legal heir who claims title to the shares.
  - ∞ A legal heirship certificate issued by the local authority detailing the legal heirs of the deceased.
  - ∞ A no objection certificate from other legal heirs to transmit the shares in favour of one or more among them whether singly or jointly, who are claiming title to the shares, with signatures of the other legal heirs duly attested by a notary public.

Finally, the original share certificates of the Company have to be surrendered for effecting the transmission.

### **DELETION OF NAME FROM JOINT HOLDING AND CONVERSION OF SINGLE NAME INTO JOINT HOLDING**

1) What if I want to delete one name from the joint holders?

In case the shares are held in Joint names and one of the shareholders expires, please send the certified copy of the Death certificate alongwith the Share Certificates. Based on the supporting documents, the Company can delete the name of the deceased shareholder from the records and make endorsements on the share certificates showing the remaining shareholder as the only holder.

2) How do I convert single holding into joint holding?

To convert single holding into joint holding .....

Such requests have to be accompanied by a Transfer Deed duly executed and stamped along with original share certificates since transfers within the family amounts to transfer as these lead to a change in the pattern of ownership.

### **CONSOLIDATION OF FOLIOS**

- i. The consolidation of Folios would avoid multiple communication including dividend warrants from the Company to you and shall thus reduce the risk of loss/fraudulent interception of share certificates/ dividend warrants/other documents during postal transmit.



- ii. In case of jointly held shares, all the joint holders should sign the request for consolidation of folios.
- iii. If you have more than one folio in the same name or with identical names in the same order in case of joint holdings, then please intimate us immediately along with relevant share certificates to help us to consolidate such holdings in a single folio.

**PROCEDURE FOR TRANSMISSION OF SHARES IN AN ELECTRONIC FORM**

- i. In the event of death of any of the joint holders, the other existing joint holder can get the securities transmitted in their favour by producing the death certificate. The existing joint holders have to open a new account with a depository participant.
- ii. In the event of death of sole holder, the claimants/successors/legal heirs can get the securities transmitted in their favour by submitting the following relevant legal documents to the participant.
  - b) Probate of Will
  - b) Succession Certificate
  - b) Letter of Administration or any other legal document which may be required along with an attested copy of the Death Certificate.

The claimants/ successors/legal heirs shall have to open an account with a depository participant to get the securities transmitted in their favour.

**PROCEDURE FOR EFFECTING THE CHANGE OF NAME OF SHAREHOLDER:**

To change names of shareholders.....

- b) In case of change of name of an individual, the following documents have to be enclosed along with the request:
  - i. A copy of notification in official gazette or a newspaper.
  - ii. The specimen signature duly attested by your banker.
  - iii. An affidavit duly sworn on a stamp paper of appropriate value
- b) In case of change of name consequent upon marriage/divorce:
  - i. Marriage Certificate/Divorce Decree.
  - ii. New specimen signature duly attested by the banker.
- c) In case of change of name of Companies:
  - A copy of ROC Certificate issued for name change

**TRANSPPOSITION OF NAMES:**

What is meant by transposition of names?

Transposition of shares refers to change in the order of names of registered holders. Such requests do not attract any stamp duty.

These requests have to be signed by all the joint holders in respect of the entire holding and should submit the original share certificates to us.

## **PROCEDURE FOR ISSUE OF DUPLICATE SHARE CERTIFICATE**

What is the procedure for issue of duplicate share certificate?

- In case of torn, mutilated or lost share certificate, the shareholders are eligible to receive duplicate share certificates in lieu of the same.
- The shareholders have to surrender their original torn or mutilated share certificates to the Company, along with a request for issue of a duplicate share certificate.
- Immediately on receipt of the complaint from the concerned shareholder in respect of lost share certificates, Company would be marking a “stop transfer” in the system to enable not to proceed with any further transaction on the said share certificates.
- Upon verification of the records, Company would be sending the following specimen to the shareholder for execution.
  - a. An indemnity to be executed on a Rs. 100/- stamp paper in favour of the Company.
  - b. An affidavit to be executed on a Rs. 20/- stamp paper and notarized.
- Upon receipt of all the required documents, Company would be releasing an advertisement in the newspaper. In the advertisement, Company would be providing a time limit of 15 days to receive any objections from any other third parties in respect of any claim on the said certificates.
- The Company would immediately send information to the Stock Exchanges in which shares of the Company are listed.

The draft formats of the Specimen indemnity as well as affidavit are given in the following page.

**AFFIDAVIT FOR ISSUE OF DUPLICATE SHARE CERTIFICATE**

I/We ....., the shareholder(s) of **EON ELECTRIC LIMITED**, holds shares of the fact value of Rs. ..../- each as per details given below:

<b>Folio No.</b>	<b>No. of Shares</b>	<b>Share Certificate Nos.</b>	<b>Distinctive Nos.</b>
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I/We do solemnly and sincerely swear and state as under:

1. That the said share certificates covering the said shares have been lost/misplaced and is not in my possession.
2. That I/We have not transferred the said shares or any of them in favour of any other person and I/We have not executed an instrument of transfer for the said shares for the said shares in favour of any person.
3. That I/We nor any person by my/our order has in any manner disbursed/parted with or pledged the said certificate or assigned my/our interest therein or any part thereof to any person.
4. That I/We am/are the sole and absolute owner(s) of the shares covered by the said Certificate and hence have agreed to surrender the originals to the Company, if and when the same is found.
5. That I/We have filed a request to the Company for the issue of duplicate dividend shares certificates for the said shares.

Name and Address of Shareholder

Signature

Name and Address of Witness

Signature of Witness

**VERIFICATION**

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

Name of Shareholder

Signature

Note: This affidavit should be verified in the presence of First Class Magistrate or a Notary Public. In the event of verification in the presence of Notary Public, the affidavit should contain the requisite special adhesive stamps.

**INDEMNITY BOND FOR ISSUE OF DUPLICATE SHARE CERTIFICATES**

**I/We ....., the shareholder(s) of EON ELECTRIC LIMITED, and hold shares of the fact value of Rs. ..../- each as per details given below:**

<b>Folio No.</b>	<b>No. of Shares</b>	<b>Share Certificate Nos.</b>	<b>Distinctive Nos.</b>
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The Certificate(s) in respect of the said shares has not been received and is misplaced/not forthcoming. The said shares were not accompanied by any blank Transfer Deed signed by me/us and neither I/We nor any person by my/our order has in any manner disposed of/parted with or pledged the said share certificate or assigned our interest therein or any part thereof to any person. We are the sole and absolute owners of the shares covered by the said share certificate(s) or cause the same to be surrendered to the Company if and when the same are found.

I/We therefore request the Company to issue duplicate for the said share certificate(s).

In consideration of the Company so doing. I/We hereby indemnify the Company and bind ourselves our heirs, executors and administrators to pay all claims, charges, costs, damages, demands, expenses which the Company may sustain, incur or be liable for in consequence of having issued duplicate certificate at my/our request. The Company may realize the said claims, charges, costs, damages, demands, expenses and losses from me/us personally or my/our heirs, executors or administrators or properties as the case may.

I/We, the undersigned certify that the above facts are true and bind myself/ourselves to make good all claims, charges, costs, damages incur or be liable for in consequence of complying with the request contained above and the will be entitled to realize all claims, charges, costs, damages, expenses and losses from me/us in person or my/our heirs or properties, as the case may be.

IN WITNESS WHEREOF I/WE HAVE HEREUNTO SET AND SUBSCRIBED MY/OUR RESPECTIVE HAND ON

**NAME & ADDRESS OF  
SHAREHOLDER(S)**

**SIGNATURE**

**NAME & ADDRESS OF  
WITNESS**

**SIGNATURE OF  
WITNESS**