

General Shareholder Information

1. CORPORATE IDENTIFICATION NUMBER	L24220MH1945PLC004598
2. REGISTERED OFFICE	Asian Paints Limited 6A, Shantinagar Santacruz (E) Mumbai - 400 055
3. ANNUAL GENERAL MEETING	
Day & Date	Tuesday, 29 th June, 2021
Time	11.00 a.m. IST
Venue	Annual General Meeting through Video Conference/Other Audio Visual Means [Deemed Venue for Meeting: Registered Office of the Company at 6A, Shantinagar, Santacruz (East), Mumbai - 400 055]
4. RECORD DATE	Friday, 11 th June, 2021
5. FINANCIAL CALENDAR	
Financial Year	1 st April to 31 st March
Tentative schedule for declaration of financial results during the financial year 2021-22	
Quarter ending 30 th June, 2021	20 th July, 2021
Quarter ending 30 th September, 2021	21 st October, 2021
Quarter ending 31 st December, 2021	20 th January, 2022
Quarter and financial year ending 31 st March, 2022	12 th May, 2022
6. LISTING DETAILS	
Name of Stock Exchange(s) & Stock Code(s)	Address
BSE Limited (BSE) – 500820	BSE Limited, Phiroze Jeejeebhoy Towers Dalal Street, Mumbai - 400 001
National Stock Exchange of India Limited (NSE) – ASIANPAINT	Exchange Plaza, C-1, Block G, Bandra Kurla Complex, Bandra (E), Mumbai - 400 051
ISIN for Depositories	INE021A01026

Payment of Listing Fees: Annual listing fees for the financial year 2021-22 have been paid by the Company to BSE and NSE.

Payment of Depository Fees: Annual Custody/Issuer fees is being paid by the Company within the due date based on invoices received from the Depositories.

General Shareholder Information (Contd.)

7. DETAILS OF THE DIVIDEND DECLARED AND PAID BY THE COMPANY FOR THE LAST FIVE YEARS

Year(s)	Percentage (%)	In ₹ per share (Face Value of ₹ 1 each)	Dividend Amount (₹ in crores)
2015-16	750	7.50	719.40
2016-17*	1,030	10.30	988.00
2017-18	870	8.70	834.50
2018-19	1,050	10.50	1,007.16
2019-20	1,200	12.00	1,151.04
2020-21 (Interim)	335	3.35	321.33

* Includes one-time special dividend of ₹ 2 per share of face value of ₹ 1 each.

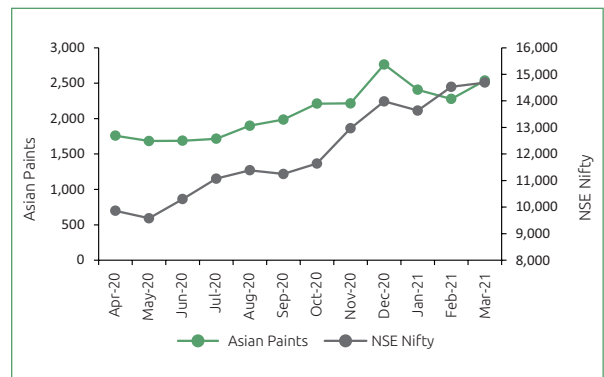
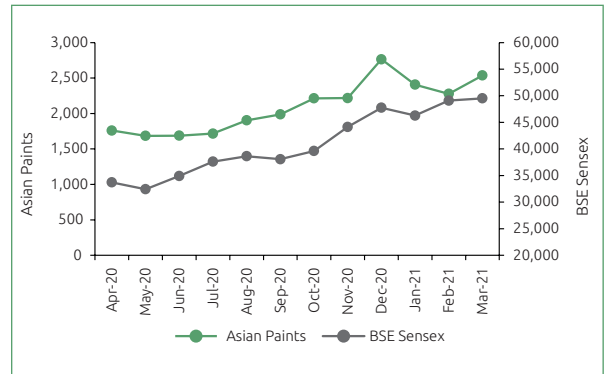
8. MARKET PRICE DATA – THE MONTHLY HIGH AND LOW PRICES OF THE COMPANY'S SHARES AT BSE AND NSE FOR THE FINANCIAL YEAR ENDED 31ST MARCH, 2021

Month	BSE		NSE	
	High (₹)	Low (₹)	High (₹)	Low (₹)
April, 2020	1,862.50	1,517.45	1,864.00	1,517.25
May, 2020	1,751.00	1,482.85	1,751.00	1,482.95
June, 2020	1,813.10	1,575.00	1,813.75	1,577.50
July, 2020	1,792.20	1,645.90	1,792.65	1,645.10
August, 2020	2,015.95	1,697.50	2,016.85	1,697.50
September, 2020	2,087.75	1,908.30	2,069.95	1,907.75
October, 2020	2,242.30	1,992.60	2,242.85	1,992.05
November, 2020	2,249.60	2,116.60	2,249.00	2,117.15
December, 2020	2,771.50	2,206.85	2,772.00	2,206.20
January, 2021	2,871.40	2,400.00	2,873.45	2,400.00
February, 2021	2,555.00	2,261.45	2,555.00	2,260.00
March, 2021	2,583.00	2,300.00	2,583.45	2,300.00

Source: BSE & NSE websites.

9. STOCK PERFORMANCE IN COMPARISON TO BROAD-BASED INDICES

The chart below shows the comparison of the Company's monthly share price movement vis-à-vis the movement of the BSE Sensex and NSE Nifty for the financial year ended 31st March, 2021 (based on the month end closing):



Source: BSE & NSE website.

10. IN CASE THE SECURITIES OF THE COMPANY ARE SUSPENDED FROM TRADING, THE REASONS THEREOF

Not applicable.

11. REGISTRAR AND TRANSFER AGENT & SHARE TRANSFER SYSTEM

M/s. TSR Darashaw Consultants Private Limited is the Company's Registrar and Transfer Agent (RTA). Share transfers, dematerialization of shares, dividend payment and all other investor related matters are attended to and processed by our RTA.

The shares lodged for transfer, transmission, etc. are processed and share certificates duly endorsed are returned within the stipulated time, subject to documents being valid and complete in all respects. The Board of Directors of the Company have delegated the authority to approve the transfer, transmission, dematerialization of shares, etc., to any two members, jointly, of the Shareholders Committee of the Company including the Company Secretary. A summary of approved transfers, transmissions, dematerialization of shares, etc. is placed before the Board of Directors from time to time as per the Listing Regulations.

Transactions involving issue of share certificates, namely, issuance of duplicate share certificates,

split, rematerialization, consolidation and renewal of share certificates, etc. are approved by the Shareholders' Committee.

Trading in equity shares of the Company is permitted only in dematerialized form.

In terms of requirements of Regulation 40 of the Listing Regulations w.e.f. 1st April, 2019, transfer of securities in physical form, except in case of request received for transmission or transposition of securities, shall not be processed.

Legal proceedings

There are certain pending cases related to disputes over title to shares in which we had been made a party, however, these cases are not material in nature.

12. TRANSFER TO INVESTOR EDUCATION AND PROTECTION FUND

In terms of Sections 124 and 125 of the Companies Act, 2013 ("Act") read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) ("IEPF Rules"), dividend, if not paid or claimed for a period of 7 (seven) years from the date of transfer to Unclaimed Dividend Account of the Company, are liable to be transferred to the Investor Education and Protection Fund (IEPF).

Further, according to the Act read with the IEPF Rules, all the shares in respect of which dividend has not been paid or claimed by the shareholders for 7 (seven) consecutive years or more shall also be transferred to the demat account of the IEPF Authority.

During the year under review, the Company had sent individual notices and issued advertisements in the newspapers, requesting the shareholders to claim their dividends in order to avoid transfer of shares/dividend to the IEPF. Details of the unclaimed dividend and shareholders whose shares are liable to be transferred to the IEPF Authority are available on the website of the Company at:

<https://www.asianpaints.com/more/investors/unclaimed-dividend.html>.

The details of the unclaimed dividend and shares transferred to IEPF during the financial year 2020-21 are as follows:

Particulars	Amount of unclaimed dividend transferred (in ₹)	No. of shares transferred
Final Dividend 2012-13	98,59,582	93,200
Interim Dividend 2013-14	35,13,977	50,538
Total	1,33,73,559	1,43,738

During the financial year 2021-22, the Company would be transferring unpaid or unclaimed final dividend amount for the financial year ended 31st March, 2014 on or before 30th August, 2021 and unpaid or unclaimed interim dividend amount for the financial year ended 31st March, 2015 on or before 22nd November, 2021, to IEPF.

The members who have a claim on the dividends and shares transferred to the IEPF Authority may claim the same by submitting an online application in web Form No. IEPF-5 available on the website www.iepf.gov.in and sending a physical copy of the same, duly signed to the Company, along with requisite documents enumerated in the Form No. IEPF-5. No claims shall lie against the Company in respect of the dividend/shares so transferred.

Nodal and Deputy Nodal Officer(s)

In accordance with the IEPF Rules, the Board of Directors have appointed Mr. R. J. Jeyamurugan, CFO & Company Secretary of the Company, as the Nodal Officer and Mrs. Radhika Shah, Chief Manager - Secretarial & Legal and Mrs. Saloni Arora, Senior Manager - Secretarial as the Deputy Nodal Officer(s).

Details of the Nodal Officer for the purpose of co-ordination with the IEPF Authority are available at the website of the Company at <https://www.asianpaints.com/more/investors.html>.

13. DIVIDEND

Dividend details	Payment date
Interim Dividend for FY 2020-21 of ₹ 3.35 per equity share declared on 22 nd October, 2020	12 th November, 2020
Final Dividend for FY 2020-21 of ₹ 14.50 per equity share recommended by the Board of Directors at its meeting held on 12 th May, 2021	2 nd July, 2021 (Subject to approval of the shareholders at the ensuing 75 th AGM)

The Company provides the facility for remittance of dividend to members through DC (Direct credit)/NACH (National Automated Clearing House)/NEFT (National Electronic Funds Transfer). In cases where the core banking account details are not available, the Company will issue the dividend warrants/demand drafts mentioning the existing bank details available with the Company.

Members who have not opted for remittance of dividend through electronic mode and wish to avail the same are required to provide their bank details, including IFSC (Indian Financial System Code) and MICR (Magnetic Ink Character Recognition), to their respective Depository Participants (DPs) for shares held in electronic form or to the Company's RTA for shares held in physical form,

General Shareholder Information (Contd.)

as the case may be, in order to ensure safe and speedy credit of their dividend into their Bank account.

Dividend income is taxable in the hands of shareholders w.e.f. 1st April, 2020 and the Company is required to deduct tax at source from dividend (TDS) paid to shareholders at the prescribed rates. For the prescribed rates for various categories, the shareholders are requested to refer to the Finance Act, 2020 and

amendments thereof. Further details in this regard have been made available in the Notice for the Company's 75th Annual General Meeting forming part of this Annual Report.

The Company sends TDS certificate to the shareholders at their registered email id or postal address, as the case may be, post payment of the dividend.

Details of Unclaimed Dividend

The details of the outstanding unclaimed dividend as on 31st March, 2021 and corresponding due dates for transfer to IEPF are as under:

Sr. No.	Particulars of Dividend	Amount (in ₹)	Due Dates of Transfer to IEPF
1.	Final Dividend 2013-2014	91,53,208.00	30 th August, 2021
2.	Interim Dividend 2014-2015	51,99,153.00	22 nd November, 2021
3.	Final Dividend 2014-2015	1,16,01,090.00	7 th September, 2022
4.	Interim Dividend 2015-2016	57,06,208.00	27 th December, 2022
5.	Final Dividend 2015-2016	2,08,49,877.80	2 nd September, 2023
6.	Interim Dividend 2016-2017	1,16,71,088.10	30 th December, 2023
7.	Final Dividend 2016-2017	3,14,60,510.25	2 nd September, 2024
8.	Interim Dividend 2017-18	1,09,44,202.75	28 th December, 2024
9.	Final Dividend 2017-18	2,23,98,424.95	1 st September, 2025
10.	Interim Dividend 2018-19	97,50,081.13	26 th December, 2025
11.	Final Dividend 2018-19	2,74,32,448.65	31 st August, 2026
12.	1 st Interim Dividend 2019-20	1,07,52,583.15	26 th December, 2026
13.	2 nd Interim Dividend 2019-20	2,63,80,261.05	30 th April, 2027
14.	Final Dividend 2019-20	41,18,474.00	12 th October, 2027
15.	Interim Dividend 2020-21	89,76,821.00	18 th January, 2028

14. DISCLOSURE IN RESPECT OF EQUITY SHARES TRANSFERRED TO THE 'ASIAN PAINTS LIMITED – UNCLAIMED SUSPENSE ACCOUNT'

In accordance with the requirements of Regulations 34, 39 read with Schedule V(F) of Listing Regulations details of equity shares in Asian Paints Limited - Unclaimed Suspense Account are as follows:

Particulars	No. of shareholders	No. of Equity Shares
Opening Balance		
Aggregate number of shareholders and the outstanding shares in the Unclaimed Suspense Account lying as on 1 st April, 2020	389	6,22,420
Less		
Number of shareholders who approached the Company for transfer of shares and shares transferred from suspense account during the year	8	10,820
Less		
Number of shareholders whose shares got transferred from suspense account to IEPF during the year	65	47,340
Closing Balance		
Aggregate number of shareholders and outstanding shares lying in the suspense account as on 31 st March, 2021	316	5,64,260

All the corporate benefit against those shares like bonus shares, split, etc., would also be transferred to Unclaimed Suspense Account of the Company. While the dividend for the shares which are lying in Unclaimed Suspense Account would be credited back to the relevant dividend accounts of the Company. The voting rights on shares lying in unclaimed suspense account shall remain frozen till the rightful owner claims the shares.

15. DEMATERIALIZATION OF SHARES

Break up of shares in physical and demat form as on 31st March, 2021 is as follows:

Particulars	No. of Shares	% of Total No. of Shares
Physical segment	71,10,498	0.74
Demat Segment	95,20,87,292	99.26
NSDL	92,57,45,172	96.51
CDSL	2,63,42,120	2.75
Total	95,91,97,790	100.00

The Company's equity shares are actively traded shares on the BSE and NSE.

The shareholders holding shares in physical form are requested to dematerialize their shares for safeguarding their holdings and managing the same hassle free.

Distribution of shareholding of shares of the Company as on 31st March, 2021 is as follows:

No. of Equity Shares	Shareholders		Shareholding	
	No.	% to Total	No.	% to Total
Upto 50	3,96,917	76.00	51,44,012	0.54
51-100	52,566	10.07	40,67,725	0.42
101-200	26,249	5.03	39,10,553	0.41
201-300	10,314	1.98	26,32,924	0.27
301-400	4,968	0.95	17,60,563	0.18
401-500	4,079	0.78	19,23,937	0.20
501-1,000	7,854	1.50	59,73,992	0.62
1,001-5,000	12,777	2.45	3,25,93,645	3.40
5,001-10,000	3,430	0.66	2,63,95,202	2.75
10,001 & Above	3,011	0.58	87,47,95,237	91.21
Total	5,22,165	100.00	95,91,97,790	100.00

Shareholding Pattern as on 31st March, 2021

Category of Shareholder(s)	No. of Shares	% of Total No. of Shares
(A) Shareholding of Promoter(s) and Promoter(s) Group		
(a) Individuals/Hindu Undivided Family	10,05,01,572	10.48
(b) Bodies Corporate	40,50,97,382	42.23
(c) Trust	7,85,700	0.08
Total Shareholding of Promoter(s) and Promoter(s) Group (A)	50,63,84,654	52.79
(B) Public shareholding		
(1) Institutions		
i) Mutual Funds/UTI	2,83,24,178	2.95
ii) Financial Institutions/Banks	2,41,207	0.03
iii) Central Government	7,55,587	0.08
iv) Insurance Companies	3,25,41,192	3.39
v) Foreign Institutional Investors	19,54,65,081	20.38
Sub-Total (B)(1)	25,73,27,245	26.83

Shareholders are accordingly requested to get in touch with any of the Depository Participant(s) registered with SEBI to open a Demat account. The shareholders may also visit website of Depositories viz. National Securities Depository Limited or Central Depository Services (India) Limited for further understanding of the demat procedure.

Reconciliation of share capital audit

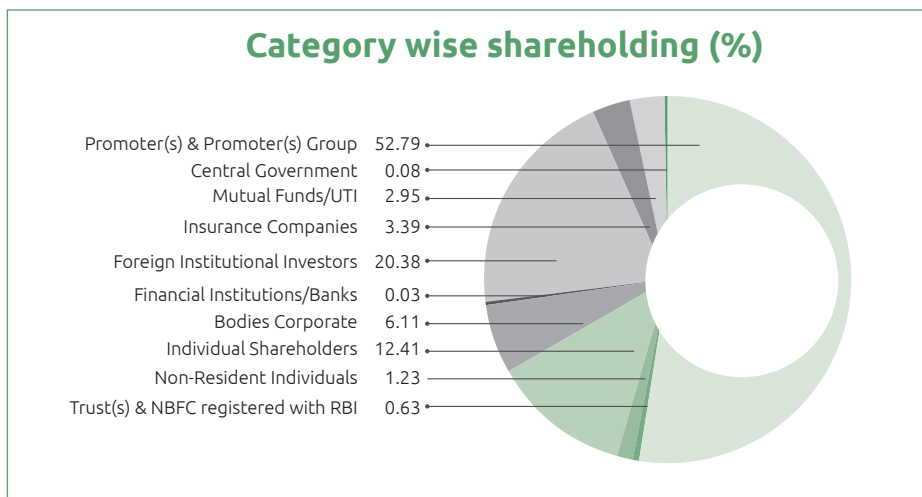
As required by the Listing Regulations, quarterly audit of the Company's share capital is being carried out by an independent external auditor with a view to reconcile the total share capital admitted with NSDL and CDSL and held in physical form, with the issued and listed capital. The Auditor's Certificate in regard to the same is submitted to BSE Limited and National Stock Exchange of India Limited and is also placed before the Board of Directors.

16. DISTRIBUTION OF SHAREHOLDING

General Shareholder Information (Contd.)

Category of Shareholder(s)	No. of Shares	% of Total No. of Shares
(2) Non-Institutions		
i) Bodies Corporate	5,86,15,872	6.11
ii) Individuals		
(a) Individual shareholders holding nominal share capital up to ₹ 1 lakh	11,03,38,374	11.50
(b) Individual shareholders holding nominal share capital in excess of ₹ 1 lakh	86,90,945	0.91
iii) Non-Resident individuals	1,18,19,535	1.23
iv) NBFCs registered with Reserve Bank of India (RBI)	8,995	0.00
v) Trust(s)	60,12,170	0.63
Sub-total (B)(2)	19,54,85,891	20.38
Total Public Shareholding (B)=(B)(1)+(B)(2)	45,28,13,136	47.21
Total (A)+(B)	95,91,97,790	100.00

Category wise shareholding as on 31st March, 2021



17. OUTSTANDING INSTRUMENTS AND THEIR IMPACT ON EQUITY

The Company does not have any outstanding GDRs/ADRs/Warrants/Convertible Instruments as on 31st March, 2021.

18. COMMODITY PRICE RISK OR FOREIGN EXCHANGE RISK AND HEDGING ACTIVITIES

a) Risk management policy of the listed entity with respect to commodities including through hedging:

The Company imports certain raw materials, which are derivatives of various commodities, from various sources, for manufacturing paints and related products of the Company. Most of the significant raw materials are not commodities *per se*, though some of them could be derivatives of commodities.

The Company does not undertake any commodity hedging activities.

The Company actively monitors the foreign exchange movements and takes forward covers as appropriate to reduce the risks associated with transactions in foreign currencies.

b) Exposure of the listed entity to commodity and commodity risks faced by the entity throughout the year: NA

c) Commodity risks faced by the listed entity during the year and how they have been managed: NA

19. CREDIT RATINGS AND ANY REVISIONS THERETO FOR DEBT INSTRUMENTS OR ANY FIXED DEPOSIT PROGRAMME OR ANY SCHEME OR PROPOSAL INVOLVING MOBILIZATION OF FUNDS, WHETHER IN INDIA OR ABROAD

The Company has not issued any debt instruments and does not have any fixed deposit programme or any scheme or proposal involving mobilization of funds in India or abroad during the financial year ended 31st March, 2021.

The ratings given by CRISIL for short-term borrowings and long-term borrowings of the Company are A1+ and AAA respectively. There was no revision in the said ratings during the year under review.

20. PLANT LOCATIONS

Paint Plants:

1. Plot Nos. 2602/2702, GIDC Industrial Area, Ankleshwar - 393 002, Gujarat.
2. SIPCOT Industrial Park, Plot No. E6-F13, Sriperumbudur - 602 105, Kancheepuram District, Tamil Nadu.
3. Plot A1, MIDC, Khandala Industrial Area, Taluka Khandala, Satara - 412 802, Maharashtra.
4. Plot Nos. 50-55, Industrial Development Area, Phase II, Patancheru - 502 319 Dist. Medak, Telangana.
5. A-1, UPSIDC Industrial Area, Kasna - II, Kasna Village, Greater Noida, Dist. Gautam buddh Nagar - 203 207, Uttar Pradesh.
6. Plot No. 1, IMT, Sector 30 B, PO Kherisadh Village, Rohtak - 124 027, Haryana.
7. Taloja Plant: Plot No. 3/2, MIDC, Taloja, Raigad - 410 208, Maharashtra.
8. Plot No. 3, 4 and UDL, Industrial Cluster, Pudi, Rambilli - 531 061, Visakhapatnam District, Andhra Pradesh.
9. Thandya Phase - 2, Industrial Area, Immavu, Nanjangud Taluk, Mysuru - 571 302, Karnataka.

Other Plant:

Penta Plant: B-5 and 10, Sipcot Industrial Complex, Cuddalore - 607 005, Tamil Nadu.

21. ADDRESS FOR CORRESPONDENCE

For any queries relating to the shares of the Company, correspondence may be addressed to the Company's RTA at:

M/s. TSR Darashaw Consultants Private Limited

C-101, 1st Floor, 247 Park, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai - 400 083
 Tel. No.: (022) 6656 8484 Extn.: 411/412/413
 Fax No.: (022) 6656 8494
 Toll Free No.: 1800-2100-124
 E-mail: csg-unit@tcplindia.co.in
 Website: www.tcplindia.co.in

For the convenience of our investors, our RTA will accept the share transfer documents and other related letters at their following locations:

Location	Details
Bangalore	TSR Darashaw Consultants Private Limited C/o Mr. D. Nagendra Rao "Vaghdevi" 543/A, 7 th Main, 3 rd Cross, Hanumanthnagar, Bengaluru - 560 019 Contact Person: Mr. Shivanand M Tel. No.: +91-080-2650 9004 Email: tsrdlbg@tcplindia.co.in Monday - Friday 10.00 a.m. - 3.30 p.m.
Kolkata	TSR Darashaw Consultants Private Limited C/o Link Intime India Private Limited Vaishno Chamber, Flat No. 502 & 503 5 th Floor, 6, Brabourne Road, Kolkata - 700 001 Contact Person: Mr. Rijit Mukherjee Tel. No.: +91-33-4008 1986 Email: tsrdlcal@tcplindia.co.in Monday - Friday 10.00 a.m. - 3.30 p.m.
New Delhi	TSR Darashaw Consultants Private Limited C/o Link Intime India Private Limited Noble Heights, 1 st Floor, Plot No NH-2 C-1 Block, LSC, Near Savitri Market Janakpuri New Delhi - 110 058 Contact Person: Mr. Shyamalendu Shome Tel. No.: +91-11-4941 1030 Email: tsrdldel@tcplindia.co.in Monday - Friday 10.00 a.m. - 3.30 p.m.
Jamshedpur	TSR Darashaw Consultants Private Limited Bungalow No. 1, 'E' Road, Northern Town Bistupur, Jamshedpur - 831 001 Contact Person: Mr. Subrata Das Tel. No.: +91-657-2426 937 Email: tsrdljsr@tcplindia.co.in Monday - Friday 10.00 a.m. - 3.30 p.m.
Ahmedabad	TSR Darashaw Consultants Private Limited C/o Link Intime India Private Limited Amarnath Business Centre-1 (ABC-1) Beside Gala Business Centre, Nr. St. Xavier's College Corner, Off. C.G. Road, Ellisbridge Ahmedabad - 380 006 Contact Person: Ms. Preeti Madhu Tel. No.: +91-79-2646 5179 Email: csg-unit@tcplindia.co.in Monday - Friday 10.00 a.m. - 3.30 p.m.

The documents will also be accepted at the Registered Office of the Company:

Asian Paints Limited

CIN: L24220MH1945PLC004598
 6A, Shantinagar, Santacruz (E)
 Mumbai - 400 055
 Tel. No.: (022) 6218 1000
 E-mail: investor.relations@asianpaints.com
 Website: www.asianpaints.com

General Shareholder Information (Contd.)

Shareholders are requested to quote their Folio No./ DP ID & Client ID, e-mail address, telephone number and full address while corresponding with the Company and its RTA.

22. ADDRESS OF THE REDRESSAL AGENCIES FOR INVESTORS TO LODGE THEIR GREIVANCES

Ministry of Corporate Affairs

'A' Wing, Shastri Bhawan, Rajendra Prasad Road
New Delhi - 110 001
Tel. No.: (011) 2338 4660, 2338 4659
Website: www.mca.gov.in

Securities and Exchange Board of India

Plot No.C4-A, 'G' Block, Bandra-Kurla Complex
Bandra (East), Mumbai - 400 051
Tel. No.: (022) 2644 9000/4045 9000/
(022) 2644 9950/4045 9950
Fax No.: (022) 2644 9019-22/4045 9019-22
Toll Free Investor Helpline: 1800-227-575
E-mail: sebi@sebi.gov.in
Website: www.sebi.gov.in

Stock Exchanges:

National Stock Exchange of India Limited

Exchange Plaza, C-1, Block G, Bandra Kurla Complex
Bandra (E), Mumbai - 400 051
Tel. No.: (022) 2659 8100 – 8114
Fax No.: (022) 2659 8120
Website: www.nseindia.com

BSE Limited

BSE Limited Phiroze Jeejeebhoy Towers, Dalal Street
Mumbai - 400 001
Tel. No.: (022) 2272 1233/4, (022) 6654 5695
Fax No.: (022) 2272 1919
Website: www.bseindia.com

Depositories:

National Securities Depository Limited

Trade World, 'A' Wing, 4th Floor
Kamala Mills Compound, Lower Parel
Mumbai - 400 013
Tel. No.: (022) 2499 4200
Fax No.: (022) 2497 6351
Email: info@nsdl.co.in
Website: www.nsdl.co.in

Central Depository Services (India) Limited

Marathon Futurex, A-Wing, 25th floor
NM Joshi Marg, Lower Parel
Mumbai - 400 013
Toll free No.: 1800-225-533
Email: complaints@cdslindia.com
Website: www.cdslindia.com

23. OTHERS

a. Non-resident shareholders:

Non-resident shareholders are requested to immediately notify:

- i. Indian address for sending all communications, if not provided so far;
- ii. Change in their residential status on return to India for permanent settlement; and
- iii. Particulars of their Non-resident Rupee Account, whether repatriable or not, with a bank in India, if not furnished earlier.

b. Updation of shareholders details:

- i. Shareholders holding shares in physical form are requested to notify the changes to the Company/its RTA, promptly by a written request under the signatures of sole/first joint holder; and
- ii. Shareholders holding shares in electronic form are requested to send their instructions directly to their DPs.

c. Shareholders holding shares in more than one folio in the same name(s) are requested to send the details of their folios along with the share certificates so as to enable the Company to consolidate their holdings into one folio.

d. Shareholders are requested to deal only through SEBI registered intermediaries and give clear and unambiguous instructions to your broker/sub-broker/DP.

e. Nomination of shares:

Section 72 of the Act extends nomination facility to individuals holding shares in physical form in companies. Shareholders, in particular, those holding shares in single name, may avail of the above facility by furnishing the particulars of their nominations in the prescribed Form No. SH-13 annexed to this report or download the same from the Company's website.

f. Permanent Account Number:

Members who hold shares in physical form are advised that SEBI has made it mandatory that a copy of the PAN Card of the transferor(s), transferee(s), surviving joint holders/legal heirs be submitted to the Company while obtaining the services of transfer, transposition, transmission and issue of duplicate share certificates.

g. Email Id registration:

To support the green initiative, shareholders are requested to register their email address with their DPs or with the Company's RTA, as the case may be. Communications in relation to Company like Notice and Outcome of Board Meetings, Dividend Credit Intimations, Notice of AGM and Annual Report are regularly sent electronically to such shareholders who have registered their email addresses.

The Company periodically sends reminder to all those shareholders who haven't registered their email address or wish to change the same. The shareholders willing to register their email address can write to their respective DP or Company's RTA, as the case may be.

h. SEBI Complaints Redress System (SCORES):

SEBI vide its Circular dated 26th March, 2018 issued new policy measures w.r.t. SEBI Complaints Redress System (SCORES).

As per the new process, SEBI has requested the Members to approach the Company directly at the first instance for their grievance. If the Company doesn't resolve the complaint of the shareholders within stipulated time, then they may lodge the Complaint with SEBI/Stock Exchanges for further action.

Further SEBI vide Circular dated 13th August, 2020, has specified standard operating procedure for handling complaints by stock exchanges, accordingly the Company is now required to resolve the Complaint within a period of 30 days of receipt of the same.