



Compliance and Guideline for dematerialize your shares

Dear Member,

Good Morning, Greeting of the Day...

We refer to the SEBI circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018 and BSE Circular No. LIST/COMP/15/2018-19 dated 5th July, 2018 by which SEBI/BSE have directed all the listed companies to record the PAN, Bank Account details of all their shareholders and advise them to dematerialized their physical securities. Further, SEBI notification SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018 and BSE circular no. LIST/COMP/15/2018-19 dated 5th July, 2018 have stated that requests for effecting transfer of securities (except in case of transmission or transposition of securities) shall not be processed after 5th December, 2018, unless he securities are held in the dematerialized form with the depositories, Hence you are requested to dematerialize your physical securities.

In this subject we are enclosing herewith with appropriate details guidance note on how to dematerialize your shares.

Also you are requested to send us certify true copy of following documents, as part of updating KYC details on top priority basis.

- 1.) The application for attestation of signature in enclosed format
- 2.) Bank details along with original cancelled cheque leaf of the account holders(s)
- 3.) Self attested copy of PAN Card

4.) Contact Number and Email ID

5.) Legible copy of address proof, viz. valid Passport / Aadhar Card / Electricity bill /

Telephone bill as Proof of Communication Address

Please send the completed forms / documents on top priority basis

Immediate prompt action highly appreciated

Thanking you,

Yours faithfully,

For TRIOCHEM PRODUCTS LIMITED

Sd/-

Ramu S. Deora

Director & CEO

DIN: 00312369

Encl.: as above page number 01 to 14

FORMAT FOR BANK ATTESTATION
(ON THE LETTER HEAD OF NATIONALISED BANK)

To,
Sharex Dynamic (India) Pvt. Ltd.
1, Luthra Ind. Premises
Andheri Kurla Road, Safed Pool,
Andheri (E), Mumbai 400 072.

Date: _____

Unit : _____

Folio _____

One form to be filled per folio and specimen signatures of all shares/debentures/bonds holders are required, Multiple folios will be accepted only if the same names appear in all the folios. The specimen signature forms are liable to be rejected if the names do not confirm with the folios mentioned.

Sr. No	Full Name of all share/debenture/bond holders mentioned in folio below	Father's/Husband's Name	Present Age
1			
2			
3			

Full Address of First Holder, Phone no. & Email ID

PIN CODE :
Phone no
Email ID:

Attestation by a Bank Manager only
Name :
Designation :
Signature and Code no. :
Name & Address of Bank
Account no.
A/c opening Date (minimum 3 years old).
Bank's Phone no
Email ID:
Stamp and Seal of Bank

Reason for change in Signature

Specimen Signature(s) of all Holders

1. _____

2. _____

3. _____

Change in Specimen Sign

Regn. No.: _____

Date: _____

IMP Supporting documentary evidence to be submitted
(Read Instructions carefully appended herein below)

INSTRUCTION FOR DOCUMENTARY EVIDENCE TO BE SUBMITTED

1. The application for attestation of Signature(s) is required to be submitted on the Letter head of the Nationalised Bank, where the shareholder(s) maintain his/her Bank account.
2. Kindly enclose original cancelled Cheque leaf of the Account holders(s)
3. Self attested copy of PAN card (s).
4. Legible copy of Address proof, viz. Valid Passport / Aadhar Card / Electricity bill / Telephone bill.

NOTE:

- a) Verify and confirm Shareholder(s) signature and address for our records.
- b) In the event of incomplete information provided, this form is liable to be rejected.
- c) Sharex Dynamic (India) Pvt. Ltd. reserves the right to reject any application for change in signature in case we are not satisfied with the supporting documentary evidence.

Affidavit (For Change of Signature / Non availability of signature)

- i. Before signing, kindly get the Affidavit franked with an amount of Rs.100/- or affix Special Adhesive Stamps of Rs.100/- or reproduce the text on Non-Judicial Stamp Paper of Rs.100/-.
- ii. The Non-Judicial Stamp Paper must be purchased in the name of the accountholder. The date of execution of Affidavit should be within six months from the date of purchase of Non-Judicial Stamp Paper. The date of execution of Affidavit should be same as date of attestation by the Notary Public / First Class Magistrate.
- iii. The Affidavit should be signed and affirmed by all the accountholders in the presence of the above Authorities.
- iv. In case there is a minor difference in the names of the accountholders on the supporting documents with the one recorded with the Company, kindly add a clause in the Affidavit, affirming that the names of the accountholders as recorded with the Company and that on the supporting documents pertain to one and the same person. In case of major difference in the names of the accountholders, kindly furnish copy of Government Gazette Notification, duly attested by a Notary Public / First Class Magistrate.
- v. In case, the address of the accountholder is different from that recorded with the Company, kindly submit proof of new address as mentioned under point 2. If you wish to record your new address against the below folio, please forward to us a separate request letter, duly signed by the accountholders, as per their signatures on this Affidavit.
- vi. Multiple folios will be accepted only if the folios are registered in the same names and in the same order.
- vii. The signatures of the accountholders on this Affidavit and request letter / DRF / Form SH-4 should be the same. The signatures should also be the same as signed on the PAN Card / Passport and in case of difference, a clarification letter to this effect is to be provided.

To,
The Board of Directors,

I/We _____
S/o _____ aged _____ and _____
aged _____ residing _____ at _____
favour of _____ (Name of the Company whose securities are held by the holders) whose
Registered _____ Office _____ is _____ situated _____ at _____

1. That I/We am/are the sole/joint holders of _____ number of shares/debentures/bonds (mention the details of **TOTAL number of securities**) in _____ (Name of Company whose securities are held by the holders) as detailed below:

Folio No.	No. of Shares / Debentures/Bonds	Certificate No.	Distinctive Nos. From	Distinctive Nos. To

2. That I/We am/are residing at the above address and have not changed my/our address from the one recorded with the Company for the past 3 years [In case of change in address, kindly furnish copy of proof of new address viz. valid Passport or Aadhaar Card or Election Identity Card or Electricity / Telephone (only land line) bill / Bank Account Statement / Passbook [which is not more than 3 months old], **duly attested by a Notary Public / Bank Manager / First Class Magistrate**. Attestation by Notary Public/ First Class Magistrate should mention their name, full address, registration number and affix their seal, Notarial / Court Fee stamps, as applicable. Attestation by Bank Manager should bear the name, full address and official stamp of the bank. **The address proof should be legible and in the name of the registered accountholder. If you wish to record your new address against the above folio, please forward to us a separate request letter, duly signed by the accountholders, as per their signatures on this Affidavit.**

3. That the above shares were acquired by me/us out of my/our own investment/ funds against allotment in Public Issue/ allotment in Right Issue or acquired from the market in the year(s) _____.

4. That my/our signature(s) might have changed/ altered by passing of time and therefore I/We request the Company to treat my/our signature(s) as per the records maintained with the Company as cancelled.
5. That my/our specimen signature(s) given below be taken on record in respect of my/our holdings of securities in the Company as mentioned in paragraph I above in place of my/ our existing signature(s) in the Company's record.
6. I/We hereby affirm that I/We shall not hold the Company or its Agents in anyway responsible for any consequences that might occur directly or indirectly on account of the Company or its Agents acting on my / our request herein stated by replacing the signature(s) in the Company's records and for the consequential acts/deeds by the Company/its Agent.
7. I/We hereby further affirm that the Transfer Deeds for sale of securities bearing my/our signature(s) as appended herein below can be taken as validly executed by me/us for all purposes, and intents of transferring the ownership of securities held by me/us under the Folios as stated in paragraph I above / or for dematerialization of securities in the names of the accountholders.
8. That I/we enclose legible self attested copies of my/our Valid Passport / PAN Card as proof of identity (mandatory) alongwith address proof, viz. Aadhaar Card or Election Identity Card or Electricity / Telephone (only land line) bill / Bank Account Statement / Passbook [which is not more than 3 months old] and recent photograph. [The name on the identity proof should be same as per the name recorded with the Company].
9. This Affidavit is executed in favour of the Company/its Agent on my/our own volition and is in the format as required by the Company/its Agent forwarded to me/us vide its letter No. _____ dated _____

Verification

I/We solemnly affirm that the statements contained in the above paragraphs are true to the best of my/our knowledge, information and belief and that nothing material has been concealed from being disclosed.

Solemnly declared and affirmed on
Identification at _____
on this _____ day of 20 _____

Specimen signatures of the Deponents:

Sr. no.	Name of the shareholder	New Signature of the Applicant	Old Signature of the Applicant
1			
2			
3			

Tel. No.:

Email id:

[Signature of First Class Magistrate/Notary Public]

[Name and full address of First Class Magistrate/ Notary Public]

Registration No. _____

Notary Register at Book No. _____

Serial No. _____

Court Fee / Notarial Stamps	Official Seal of First Class Magistrate / Notary Public



SHAREX DYNAMIC (INDIA) PVT. LTD.

To
Board of Directors
(Name and Address of the Company)

Date: _____

APPLICATION FORM FOR TRANSMISSION/TRANSPPOSITION/NAME DELETION

PLEASE FILL IN SEPARATE FORMS FOR EACH COMPANY SERIES AND EACH CATEGORY OF SHARES/DEBENTURES/BONDS AND ALSO KINDLY READ THE INSTRUCTIONS CAREFULLY

(A) TYPE OF REQUEST (Tick relevant box)

☐ TRANSMISSION ☐ TRANSPPOSITION ☐ NAME DELETION

(B) NAME OF THE COMPANY _____

(C) REGD. FOLIO NO.: _____ (The folio is mentioned on the reverse / face of the certificate)

(D) NAME OF THE HOLDER(S) [As endorsed on certificate(s)]

FULL NAME OF HOLDER(S)	
1.	
2.	
3.	
4.	

(E) PARTICULARS OF SHARE / DEBENTURE / BOND CERTIFICATE(S) (If space provided is insufficient, then continue on supplement sheet)

CERTIFICATE NO.	DISTINCTIVE NOS	NO. OF SECURITIES

(F) TOTAL NO. OF SHARES / DEBENTURES / BONDS: _____

(G) TO BE TRANSMITTED / TRANPOSED IN FAVOUR OF

TITLE	FIRST NAME	MIDDLE NAME	SURNAME	AGE	OCCUPATION	PAN
1						
2						
3						
4						

Note: Mandatory to attach self attested copies of PAN Card(s) of all Holder(s)/Claimant(s) under item (G)

(H) Full Address of the Holder/Claimant under item (G)(1)

SIGNATURE(s)

1. _____

4. _____

2. _____

3. _____

PIN CODE _____

PLEASE FILL IN THE COMPLETE ADDRESS OF THE HOLDER/CLAIMANT INCLUDING PINCODE FOR SAFE DELIVERY

5



SHAREX DYNAMIC (INDIA) PVT. LTD.

(I) TICK THE TYPE OF DOCUMENTS SUBMITTED :

Sr. No.	Type of Document to be duly attested by Competent authority (in case of Xerox)	Mark here
1	Death Certificate	<input checked="" type="checkbox"/>
2	Succession Certificate	<input type="checkbox"/>
3	Probate of will	<input checked="" type="checkbox"/>
4	Letter of Administration	<input type="checkbox"/>
5	Marriage Certificate	<input type="checkbox"/>
6	Original Share/Debenture/Bond Certificate	<input checked="" type="checkbox"/>
7	Copy of PAN card, self certified	<input checked="" type="checkbox"/>
8	Any other, viz	<input type="checkbox"/>

(J) SPECIMEN SIGNATURE(S)

1)	_____
2)	_____
3)	_____
4)	_____

FOR OFFICE USE ONLY

1)	DOCUMENT REGISTRATION / TRANSFER NO	_____
2)	DATE OF REGISTRATION / BOARD APPROVAL	_____
3)	BUYER'S FOLIO	_____
4)	DELIVERY TYPE (Tick relevant box)	<input type="checkbox"/> COUNTER <input type="checkbox"/> POSTAL

1)	INWARDED	_____
2)	VERIFIED	_____
3)	SCRUTINY	_____
4)	DATA ENTRY	_____
5)	MASTER UPDATION	_____

Form No. SH-13-Nomination Form
[Pursuant to section 72 of the Companies Act, 2013 and rule 19(1) of the Companies
(Share Capital and Debentures) Rules 2014]

To,
(Name of the Company) _____
(Address of the Company) _____
_____ Pin code _____

I/ We _____
residing at _____
_____ the holder(s) of the securities particulars
of which are given hereunder wish to make nomination and do hereby nominate the following person in
whom shall vest, all the rights in respect of such securities in the event of my/our death.

1) Particulars of the Securities (in respect of which nomination is being made)

Nature of securities	Folio No.	No. of securities	Certificate No.	Distinctive No.	
				From	To

2) Particulars of Nominee

Name: _____		Date of Birth: ____/____/____		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> Please affix recent passport size photograph of the Nominee signed across </div>
Father's/ Mother's/ Spouse's name: _____		Occupation: _____	Nationality: _____	
E-mail id: _____				
Phone No : _____	Relationship with the security holder: _____			
Address: _____ _____ _____ Pin code _____				
				Signature of the Nominee

3) In case Nominee is a Minor

Date of birth: ____/____/____	Date of attaining Majority ____/____/____	Name of guardian: _____
Address of guardian: _____ _____ Pin code _____		

Name of the Security Holder(s)	Signature
1. _____	_____
2. _____	_____
3. _____	_____
Name of witness _____	
Signature of Witness with date _____	
Address of witness: _____ _____ _____ Pin code _____	
Place: _____	Date: ____/____/____

Please fill this Nomination form in Duplicate after carefully reading the instruction given below:

1. The Nomination can be made by individual's only holdings shares singly or jointly. Non-individuals including Society, Trust, Body Corporate, Partnership firm, Karta of Hindu Undivided Family and Power of Attorney holder cannot nominate.
2. The nominee shall not be a Trust, Society, Body Corporate, Partnership firm, Karta of Hindu Undivided Family and power of attorney holder.
3. The shareholder [s] can nominate a minor as a nominee and in that event the name and address of the guardian shall be provided.
4. As per section 72 of Companies Act 2013, if the shares are held by more than one person jointly, then the joint holders may together nominate a person to whom all the rights in the shares of the Company shall vest, in the event of death of all the joint holders.
5. If the shares are held jointly, subsequent to the death of anyone of the holders, the shares would not be registered in favour of the nominee but would be transferred in the name of the surviving shareholders.
6. The nomination form filled in "**duplicate**" should be lodged with the Registrar and Share transfer Agent of the Company i.e. **M/s. SHAREX DYNAMIC (INDIA) PVT. LTD., Unit-1 Luthra Ind Premises, Safed Pul, Andheri Kurla Road, Andheri East, Mumbai 400072.** The Registrar will return one copy of the nomination form to the shareholder after registering the nomination. The registration number allotted will be furnished in the said form.
7. The shareholder[s] can delete or change an earlier nomination by executing Form No. SH-14 (Cancellation or Variation of Nomination form)
8. Nomination stands cancelled whenever the shares in the given folio are transferred/ dematerialized. Also in case of change in folio due to consolidation/ transmission a new nomination has to be filed.
9. The nomination made through Form No. SH-13 will be considered valid if the nomination made by the holder[s] of the shares is registered with the company before the death of the registered holder[s] of the shares.
10. Kindly note that the nomination being a legal document should be dated by the nominator and the witness should certify that the nominator has signed the form in their presence. Furthermore the date of execution on the Nomination Form should match with the date of witness, witnessing the document.
11. Affixing photograph of the Nominee is not mandatory and if affixed the nominee should sign across the photograph.

FOR OFFICE USE ONLY

Nomination Registration No.	Date of Registration	Signature of Employee with Code No.



Regd. Office : 4th Floor, Sambava Chambers, Sir P. M. Road, Fort, Mumbai - 400 001.
Tel. : 00 91 (22) 4082 8100 | Fax : 00 91 (22) 4082 8181 | E-mail : info@amphray.com
Corporate Identity Number : L24249MH1972PLC015544

MEMEBR UTILITY

1. Nomination Facility

- 1.1. Shareholders have a right to nominate a person to their shareholding held in a folio in Pursuant to Section 72 of the Companies Act, 2013 and Rule 19(1) of the Companies (Share Capital and Debenture) Rules, 2014.
- 1.2. Shareholders desiring to avail of this nomination facility may download the Nomination Form (Form No. SH-13) and send it to our Registrar and Transfer Agents, M/s Sharex Dynamic (India) Pvt Ltd after signing the form.
- 1.3. The signature of the nominee, duly attested by the bank, needs to be furnished together with the Nomination Form for registration.
- 1.4. Shareholders have a right to Cancellation or Variation of Nominate to their shareholding held in a folio in Pursuant to sub-section (3) of Section 72 of the Companies Act, 2013 and Rule 19(9) of the Companies (Share Capital and Debenture) Rules, 2014.
- 1.5. Shareholders desiring to Cancellation or Variation of Nomination facility may download the Nomination Form (Form No. SH-14) and send it to our Registrar and Transfer Agents, M/s Sharex Dynamic (India) Pvt Ltd after signing the form.

2. To obtain duplicate in case of Loss of Share Certificates

- 2.1. In case of loss of your share certificate(s) you are required to follow the following procedure:
 - 2.1.1. Please lodge a complaint with Police Station and submit a Copy of FIR in original (mentioning full details of the lost certificate such as share certificate no(s), Distinctive Numbers, Folio Number, Name of the holders, Number of Shares etc.) having clear impression of rubber stamp of the concerned Police Station, (in case of copy thereof please note that it should be duly attested by first class magistrate or Notary) or acknowledged Police complaint. In case of complaint / FIR is in regional language, then a copy of the true transaction of

the same in English duly notarized by a Notary Public should be submitted along with the FIR.

2.1.2. Execute an Indemnity Bond on Rs.200/- stamp paper, Affidavit on Rs.100/- stamp paper, Questionnaire Form, Surety Form duly completed by the Sureties.

2.1.3. The holders Proof of identity like PAN card / Passport / Driving license / Ration card / Election commission card duly attested by notary required.

2.1.4. Any correction / modification on these documents need initials of the executors.

2.1.5. All the particulars of the shares like folio no, certificate no, and distinctive numbers to be mentioned in the Indemnity and Affidavit.

2.1.6. Particulars of all the joint holders with signature to be included while executing Indemnity and affidavit.

2.1.7. If the total number of shares are exceeding 50 numbers, a notice towards the loss of certificate needs to be published in leading English Daily News Paper having wide circulation, and the original copy of the notice (full page) needs to be furnished along with the above documents).

2.2. You are requested to write to our Registrar and Transfer Agents, M/s Sharex Dynamic (India) Pvt Ltd for obtaining the specified formats of Indemnity Bond, Affidavit, Questionnaire Form and Surety form.

3. Transmission in case of death of sole holder

3.1. Legal heirs are requested to write to the Company for the transmission of the decedent's shares and submit the following documents / forms, if the shares involved are up to 50 numbers:

3.1.1. Attested true copy of death certificate wherein the name, designation, address & signatures of the attesting authority is clearly mentioned.

3.1.2. An Indemnity Bond on Rs.200/- stamp paper, Affidavit on Rs.100/- stamp paper, Questionnaire form, Surety form, etc., needs to be completed.

3.1.3. Transmission Form duly completed by all legal heirs

- 3.1.4. Attested copies of Proof of identity heirs (PAN card / Pass Port / Driving License etc.,)
- 3.1.5. Signature of the legal heirs duly attested by the bank.
- 3.1.6. Legal heir-ship certificate
- 3.1.7. No objection Certificate from other legal heirs on Rs.50 stamp paper.
- 3.2. For transmission of shares above 50 numbers, legal representation such as Succession Certificate or Letter of Administration or probate of will duly attested by Notary / Gazette Officer, along with the following documents / forms need to be furnished
 - 3.2.1. Attested copies of Proof of identity of all the legal heirs (PAN Card / Pass Port / Driving License etc.,)
 - 3.2.2. Signature of the legal heirs duly attested by the bank.
 - 3.2.3. No objection Certificate from other legal heirs on Rs.50 stamp paper
 - 3.2.4. Transmission Form duly completed by all legal heirs
- 3.3. You are requested to write to our Registrar and Transfer Agents, M/s Sharex Dynamic (India) Pvt Ltd for obtaining the specified formats of Indemnity Bond, Affidavit, Questionnaire Form, Surety form, Transmission Form.
- 4. **ECS Mandate**
 - 4.1. We are pleased to offer the facility of electronic credit of dividend directly to the respective bank accounts of our shareholders, through Electronic Clearing System (ECS). For registration, you have to download the ECS form and submit it to our Registrars, M/s Sharex Dynamic (India) Pvt Ltd.
 - 4.2. This facility is currently available to shareholders located at Metro cities only.
 - 4.3. Please do not submit this form if you are holding shares in demat account.
- 5. **Bank Mandate**
 - 5.1. You are requested to furnish your Bank details to enable us to print the same on your Dividend Warrants. This mandate will help avoid fraudulent encashment of your dividend.
 - 5.2. Download the Bank Mandate Form and get the same registered.

5.3. Please submit this form if you are holding shares in physical mode.

6. Change in specimen signatures

6.1. For change in specimen you are required to submit an Affidavit on Rs.100/- stamp paper in a specified format together with Specimen Signature(s) duly attested from the Bank in a specified format and Proof of identity of all the holders (PAN card / Passport / Driving license etc.,) Download Form.

7. Delegation of Joint Holder's Name

7.1. You are requested to submit the following documents for delegation of joint holders name on the securities:

7.1.1. Original share certificates.

7.1.2. Copy of death certificate duly attested by Notary or Gazette officer indicating therein the name and designation of attesting authority.

7.1.3. Proof of identification viz., Passport or Pan Card together with address proof duly attested by notary / Gazetted officer / Bank

7.1.4. fresh request letter duly signed by the surviving holders for deletion of deceased

7.2. Joint holders name on the securities.

8. Change of Address Intimation:

8.1. You are requested to intimate the change in address in a Specified Format along with the copy of any of the following documents attested by Notary / Gazetted officer / Bank.

8.2. Download Form.

8.3. Telephone bill / electricity bill / Municipality Rent Receipt / Passport / Ration Card / Driving License etc. evidencing proof of change in address.

9. Transposition of Name:

9.1. A request letter duly signed by all existing holders intimating the required changes, along with original share certificate(s) needs to be furnished. Link for the Transposition Form.

10. Change of Name

- 10.1. A request letter duly signed by the registered holders together with share certificate(s),
- 10.2. Attested copy of Marriage Certificate (in case the changes due to Marriage),
- 10.3. Fresh specimen signatures duly attested by the Bank in specified format etc., needs to be furnished.
- 10.4. Download Form.

11. Split / Consolidation / Replacement of Certificates

- 11.1. You are requested to submit the Original share Certificate(s) together with request letter duly signed by all the shareholders.

12. Procedure for Dematerialization of Shares

- 12.1. Shareholder to open an account with a Depository Participant (DP) of his choice
- 12.2. Surrender certificates along with dematerialization Request Form (DRF) to the DP
- 12.3. DP intimate NSDL / CDSL of the request through the system.
- 12.4. DP submits the certificates along with DRF to the Share Transfer Agent / Company
- 12.5. The Share Transfer Agent / Company confirms the dematerialization request from NSDL / CDSL
- 12.6. The Share Transfer Agent / company validate the request, updates records and informs NSDL / CDSL
- 12.7. NSDL/CDSL credits the DP's accounts and informs the DP
- 12.8. DP updates the shareholder's account.

13. Procedure for Rematerialization of Shares

- 13.1. Shareholder to submit Rematerialisation Request Form (RRF) to the DP
- 13.2. DP intimates NSDL / CDSL of the through the system
- 13.3. DP submits RRF to the Share Transfer Agent / Company
- 13.4. NSDL / CDSL confirms rematerialisation request to the Share Transfer Agent

- 13.5. Share Transfer Agent / Company updates accounts and prints certificates and informs NSDL / CDSL
- 13.6. NSDL / CDSL updates accounts and downloads details to DP
- 13.7. The Share Transfer Agent / Company dispatches certificates to the shareholder
14. Please send the completed forms / documents to our Registrars & Transfer Agents

M/s Sharex Dynamic (India) Pvt Ltd

Unit: Triochem Products Limited

SEBI Reg. No.: INR000002102

UNIQUE ID No.: 1000021214

Unit - 1, Luthra Industrial Premises,

Safed Pool, Andheri Kurla Road,

Andheri (East), Mumbai, PIN 400 072.

Telephone No.: 022 28515606, 28515644

Fax No.: 022 285126885

Email: investor@sharexindia.com

www.sharexindia.com