

## TRIOCHEM PRODUCTS LIMITED

Registered Office: 4<sup>th</sup> Floor, Sambava Chambers, Sir. P. M. Road, Fort,  
Mumbai, Maharashtra, PIN: 400001. Telephone: 00 91 (22) 2266 3150

Fax: 00 91 (22) 2202 4657 E-mail: [info@amphray.com](mailto:info@amphray.com)

Website: [www.triochemproducts.com](http://www.triochemproducts.com) Corporate Identity Number: L24249MH1972PLC015544

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### MEMEBR UTILITY

#### 1) Nomination Facility

- a) 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.
- b) 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. Link Intime India Pvt. Ltd. after signing the form.
- c) The signature of the nominee, duly attested by the bank, needs to be furnished together with the Nomination Form for registration.
- d) 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.
- e) 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 Link Intime India Pvt. Ltd. after signing the form.

#### 2) To obtain duplicate in case of Loss of Share Certificates

- a) In case of loss of your share certificate(s) you are required to follow the following procedure:
  - i) 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.

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- ii) Execute an Indemnity Bond on Rs.200/- stamp paper, Affidavit on Rs.100/- stamp paper, Questionnaire Form, Surety Form duly completed by the Sureties.
- iii) The holders Proof of identity like PAN card / Passport / Driving license / Ration card / Election commission card duly attested by notary required.
- iv) Any correction / modification on these documents need initials of the executors.
- v) All the particulars of the shares like folio no, certificate no, and distinctive numbers to be mentioned in the Indemnity and Affidavit.
- vi) Particulars of all the joint holders with signature to be included while executing Indemnity and affidavit.
- vii) 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).

- b) You are requested to write to our Registrar and Transfer Agents, M/s Link Intime 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

- a) 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:
  - i) Attested true copy of death certificate wherein the name, designation, address & signatures of the attesting authority is clearly mentioned.
  - ii) An Indemnity Bond on Rs.200/- stamp paper, Affidavit on Rs.100/- stamp paper, Questionnaire form, Surety form, etc., needs to be completed.
  - iii) Transmission Form duly completed by all legal heirs

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- iv) Attested copies of Proof of identity heirs (PAN card / Pass Port / Driving License etc.,)
  - v) Signature of the legal heirs duly attested by the bank.
  - vi) Legal heir-ship certificate
  - vii) No objection Certificate from other legal heirs on Rs.50 stamp paper.
- b) 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
- i) Attested copies of Proof of identity of all the legal heirs (PAN Card / Pass Port / Driving License etc.,)
  - ii) Signature of the legal heirs duly attested by the bank.
  - iii) No objection Certificate from other legal heirs on Rs.50 stamp paper
  - iv) Transmission Form duly completed by all legal heirs
- c) You are requested to write to our Registrar and Transfer Agents, M/s Link Intime India Pvt. Ltd. for obtaining the specified formats of Indemnity Bond, Affidavit, Questionnaire Form, Surety form, Transmission Form.
- 4) ECS Mandate**
- a) 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 Link Intime India Pvt. Ltd.
  - b) This facility is currently available to shareholders located at Metro cities only.
  - c) Please do not submit this form if you are holding shares in demat account.

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### **5) Bank Mandate**

- a) 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.
- b) Download the Bank Mandate Form and get the same registered.
- c) Please submit this form if you are holding shares in physical mode.

### **6) Change in specimen signatures**

- a) 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**

- a) You are requested to submit the following documents for delegation of joint holders name on the securities:
  - i) Original share certificates.
  - ii) Copy of death certificate duly attested by Notary or Gazette officer indicating therein the name and designation of attesting authority.
  - iii) Proof of identification viz., Passport or Pan Card together with address proof duly attested by notary / Gazetted officer / Bank
  - iv) fresh request letter duly signed by the surviving holders for deletion of deceased
- b) Joint holders name on the securities.

### **8) Change of Address Intimation:**

- a) 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.

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b) Download Form.

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

### 9) Transposition of Name:

a) 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

a) A request letter duly signed by the registered holders together with share certificate(s),

b) Attested copy of Marriage Certificate (in case the changes due to Marriage),

c) Fresh specimen signatures duly attested by the Bank in specified format etc., needs to be furnished.

d) Download Form.

### 11) Split / Consolidation / Replacement of Certificates

a) 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

a) Shareholder to open an account with a Depository Participant (DP) of his choice

b) Surrender certificates along with dematerialization Request Form (DRF) to the DP

c) DP intimate NSDL / CDSL of the request through the system.

d) DP submits the certificates along with DRF to the Share Transfer Agent / Company

e) The Share Transfer Agent / Company confirms the dematerialization request from NSDL / CDSL

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- f) The Share Transfer Agent / company validate the request, updates records and informs NSDL / CDSL
- g) NSDL/CDSL credits the DP's accounts and informs the DP
- h) DP updates the shareholder's account.

### **13) Procedure for Rematerialization of Shares**

- a) Shareholder to submit Rematerialisation Request Form (RRF) to the DP
- b) DP intimates NSDL / CDSL of the through the system
- c) DP submits RRF to the Share Transfer Agent / Company
- d) NSDL / CDSL confirms rematerialisation request to the Share Transfer Agent
- e) Share Transfer Agent / Company updates accounts and prints certificates and informs NSDL / CDSL
- f) NSDL / CDSL updates accounts and downloads details to DP
- g) The Share Transfer Agent / Company dispatches certificates to the shareholder

### **14) Please send the completed forms / documents to our Registrars & Transfer Agents**

M/s Link Intime India Pvt. Ltd.

Unit: Triochem Products Limited

C-101, 247 Park, L. B. S. Marg,

Vikhroli (West), Mumbai, PIN 400 083.

Telephone No.: +91 22 4918 6000

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Email: [mumbai@linkintime.co.in](mailto:mumbai@linkintime.co.in)

Website: [www.linkintime.co.in](http://www.linkintime.co.in)