

FREQUENTLY ASKED QUESTIONS

DIVIDEND

When the Dividend is paid by the Company?

The dividend for a financial year gets recommended by the Board of Directors and approved by the shareholders of the Company at the Annual General Meeting (AGM). In case of interim dividend the same is approved by the Board of Directors. Dividend is payable to the shareholders holding shares as on book closure/record date. Date of book closure/record date are informed to stock exchanges i.e. BSE Limited and National Stock Exchanges of India Limited.

How the Dividend is paid?

The Dividend is paid through NECS (National Electronic Clearing System) where bank account details of the shareholder are registered with the Depository Participant (DP) and Company's Registrar Share Transfer Agent viz., Link Intime India Private Limited.

In case bank account details are not registered, the Dividend may be paid through warrants subject to requirements under SEBI circular dated 20th April 2018.

Who is entitled for payment of Dividend?

Subject to provisions of section 126 of the Companies Act, 2013 and other applicable provisions, shareholders whose names appears in the registers of members/beneficial owners holding shares as on book closure date/record date shall be entitled for payment of Dividend.

What do I do in case of non-receipt of Dividend?

You may write to Registrar and Transfer Agents ("RTA")/Company furnishing following details:

1. Name and folio no. allotted by the Company;
2. Years for which dividend is not claimed;
3. Cancelled cheque;
4. Copy of PAN duly self-attested.

Upon verification, RTA/Company will communicate further details in this regard.

Please quote your folio number in case of physical shareholding and DP ID/client ID particulars in case shares are held in dematerialised form.

The validity of dividend warrant has expired, what is procedure for claiming dividend?

In terms of SEBI circular dated 20th April 2018 for claiming dividend amount, shareholders are requested to furnish un-encashed dividend warrant along with copy of cancelled cheque to Company's RTA. After verifying status of payment of dividend and other requisite details, steps for crediting the dividend to the bank account will be initiated by RTA.

Is furnishing of bank account details mandatory for claiming dividend?

Unpaid/unclaimed dividend can be claimed after updating bank account details with Company's RTA/DP. If you hold shares in physical form, please submit the NECS Mandate form, duly executed along with original cancelled cheque to Company's RTA.

However, if you hold the shares in demat form, these details will have to be provided to the Depository Participant with whom you have a demat account.

How do I change my bank account particulars?

Shareholders are requested to send original cancelled cheque to Company's RTA in case shares are held in physical form and to the DP in case shares are held in demat form for revision of the bank account details.

How to check if dividend and shares have been transferred to IEPF?

As per Companies Act, 2013, if dividend for a financial year remains unclaimed for a consecutive period of seven years, dividend along with shares gets transferred to IEPF. You may check the details on the website of the Company under Investor column or by clicking on the URL <https://www.techmahindra.com/en-in/investors/unclaimed-dividends/>

DEMATERIALIZATION

What is Dematerialisation and its benefits?

The process of converting securities (i.e. equity shares, debentures, etc.) held in physical form into electronic form is known as dematerialisation. Under this process, securities held by an investor in physical form are converted to an equal number of securities in electronic form and credited into the investor's demat account maintained with DP.

Some of the advantages of holding securities in demat form are:

- Transferability of shares;
- Elimination of risks such as fraudulent interception in postal transit etc.
- Saving of time – Change in address/bank account particulars etc. recorded with DP gets registered electronically with all companies in which the investor holds securities.
- Facilitates direct credit of shares in case of allotment under Rights, Bonus, Split etc.

Is it mandatory to convert shares into demat form for transfer of securities?

Pursuant to Regulation 40 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended and various notifications issued by SEBI in this regard, transfer of securities would be carried out in demat form only with effect from 1st April 2019, except in case of transmission or transposition of securities. However, shareholder can continue to hold shares in physical form

What is the procedure for dematerialisation?

Procedure for dematerialising shares held in physical form is provided hereunder:

1. Shareholder shall open a Demat account with DP and obtain a Demat account number.
2. Shareholder shall fill in a Demat Request Form (DRF) and submit the same with the physical certificate/s to the DP for dematerialisation.
3. DP would verify that the DRF has been filled correctly.
4. DP would setup a Demat request on the CDSL or NSDL system and send the same to the Company's RTA.
5. The Company's RTA would verify the certificate and confirm the request.
6. Once the request is confirmed, DP would deface and mutilate the physical certificates, generate a Demat Request Number (DRN), send an electronic communication to the depository, the DRF and the share certificate to the Company's RTA.
7. On receiving confirmation, depository will credit an equivalent number of securities in the Demat account of the Shareholder maintained with the depositories CDSL or NSDL.
8. The depository will electronically download the details of the Demat request and communicate the same to the electronic registry maintained by the Registrar of Companies.
9. The DP will then hold the shares in the dematerialised form on your behalf and you become the beneficial owner of these dematerialised shares.

Please note under no circumstances you should submit your DRF and the share certificate(s) directly to the Company. Banks, clearing corporations, stock-brokers, etc. are authorised to act as DP. You may approach any one of them for opening of Demat account.

In respect of shares held in demat form, what is the procedure to change address, bank account details, etc.?

All request/communication regarding change in address, bank account details, NECS mandate, registration of nomination, etc. should be addressed to your DP directly.

TRANSFER

What is the procedure for transfer of securities?

SEBI has mandated that with effect from 1st April 2019, except in case of transmission or transposition of securities, requests for effecting transfer of securities shall not be processed unless the securities are held in demat form with a depository.

The above mandate does not prohibit the investor from holding the shares in physical form; investor has the option of holding shares in physical form even after 1st April 2019.

Any investor who is desirous of transferring shares (which are held in physical form) after 1st April 2019 can do so only after the shares are dematerialised. Therefore, shareholders are requested to dematerialise their shares.

TRANSPOSITION

What is the procedure for transposition of name viz., change in order of names?

Share certificate(s) along with a request letter duly signed by all the joint holders and copies of their PAN Cards, duly attested, may be sent to the Company's RTA for change in order of names, known as 'transposition'. Transposition can be done only for the entire holdings under a folio and therefore, request for transposition of part holding cannot be accepted by the Company/RTA. For shares held in demat form, shareholders are advised to approach their concerned DP for transposition of names.

What is the procedure for registering deletion of name of shareholder?

Shareholders holding shares in physical form may request the Company's RTA for effecting deletion of name in the share certificate(s) and records of the Company, where the securities are held jointly. Following documents are required to be submitted:

- Shareholders specimen signature duly attested by their Bank Manager (Other than co-op bank) on Banks letter head only by mentioning the bank manager's name, address, code no. and telephone numbers. This certificate should also show your account number and account opening date with the attesting authority.
- Photo Copy of pan card duly Attested/Notarized.
- Photo identity proof of the Joint Holder viz., passport/driving license/Election commission card duly attested by notary
- Copy of Death certificate duly Notarized.
- Original share certificate(s)
- Request letter duly signed by joint holder.

On receipt of the same, the request will be processed for name deletion and the share certificate(s) shall be issued in the new name of the shareholder(s).

Shareholders holding shares in demat form, may request the concerned DP in the format prescribed by DP for effecting deletion of name.

CHANGE OF ADDRESS

What is the procedure for change of address?

There can be only one registered address for one folio. For registering any change in address for securities held in physical form, please submit following documents with the Company's RTA:

1. Request letter duly signed by the shareholder for change of address.
2. Copy of self-attested address proof.
3. Copy of self-attested PAN card.

On receipt of the documents as applicable and mentioned herein, RTA shall verify the documents as well as the signature(s) in the request with the specimen recorded and if found to be in order, request for change of address will be processed and new address will be updated.

For securities held in electronic form, the change in address has to be registered with the concerned depository participant.

NOMINATION FACILITY

What is Nomination of securities?

Nomination refers to the act of nominating a person in whom the securities and all the rights in the securities shall vest in the event of death of the member (nominator of securities).

A member of the Company may, at any time, nominate any person as his nominee in whom the securities and all the rights in the securities shall vest in the event of his/her death. Where the nomination is made in respect of the securities held by more than one person jointly, all joint holders shall together nominate any person as nominee, in which case the nomination will be effective only in the event of the death of all joint holders.

What is the procedure for registration of Nominee(s)?

Nomination request can be registered only for accounts held by an individual holding securities in physical form, either singly or jointly up to two persons. For registration of nominee, please submit the following documents with the Company's RTA:

1. Copy of the self-attested PAN card/s of the shareholder/s and nominee holder.
2. Copy of the latest address proof of the shareholder/s and nominee holder.
3. Nominee registration form duly filled with details as may be applicable.
4. Request letter duly signed by the shareholder as per the specimen signature/s recorded with us mentioning the folio details and above-mentioned subject.

On receipt of the documents as applicable and mentioned herein, RTA shall verify the documents as well as the signature(s) in the request with the specimen recorded and if found to be in order, request for registration of nominee will be processed.

ISSUE OF DUPLICATE SHARE CERTIFICATE

What is the procedure for obtaining duplicate share certificate(s) in case of loss/misplacement of original share certificate(s)?

Shareholders who have lost/misplaced share certificate(s) should inform the Company's RTA immediately about loss of share certificate(s), quoting their folio number and details of share certificate(s), if available. The RTA shall immediately mark a 'stop transfer' on the folio to prevent any further transfer of shares covered by the lost share certificate(s). Please submit following documents with RTA for issue of duplicate share certificate:

1. Lodge a complaint with Police Station and submit a Copy of FIR (mentioning folio no, share certificate(s), unit name, distinctive no(s) and no. of lost shares) in original or attested by notary/gazette officer. Please note that complaint should have/contain clear impression of rubber stamp of the concerned Police Station.
2. Execute Indemnity & Affidavit on a non-judicial stamp paper of appropriate value duly attested by Notary Public/Special Executive Magistrate respectively. Affidavit should be attested by notary with appropriate notarial stamps affixed together with the seal and the registration no. of the notary.
3. Stamp Paper must be purchased only in the name of the executor i.e., registered shareholder.
4. Copy of pan card self-attested by Shareholder/s
5. Surety Form with complete details needs to be submitted along with his/her copy of PAN card and Latest address proof duly attested by Notary / gazetted officer.
7. Surety holder supporting documents as advised by RTA/Company
8. Share holder specimen signature duly attested by the Banker.
9. Full name, address and signature of the surety should appear in the indemnity Bond and Surety form to be filled by same person who has signed as surety on the Indemnity.
10. Shareholders' proof of residence like Electricity Bill/Telephone Bill/Water Bill/Passport/Driving License duly attested by notary / Gazetted officer and latest Bank statement/passbook of shareholder.
11. Any correction/modification on these documents need initials of the executors.
12. All the particulars of the shares like folio no, certificate no. and distinctive numbers to be mentioned in the Indemnity and Affidavit.
13. Advertisement for the loss of shares to be published in any English newspaper and local newspaper having wide Circulation and an original copy of the same.
14. Request letter duly signed by shareholder for issue of duplicate share certificate.

On receipt of the complete set of documents as applicable and mentioned herein, RTA shall verify the documents as well as the signature(s) in the request with the specimen recorded and if found to be in order, request for Issue of duplicate share certificate will be processed.

TRANSMISSION

What is the procedure for getting securities in the name of legal heir(s) in the event of death in case securities are held in demat form?

In case of transmission of securities held in demat form, where the securities are held in a single name without a nominee, you are requested to contact depository participant where deceased shareholder holds demat account.

What is the procedure for getting securities in the name of legal heir(s) in the event of death of the sole shareholder?

The following documents need to be submitted by the legal heir(s):

- Copy of Succession Certificate / Letter of Administration/ Probate of Will duly Notarised.
- Duly filled and signed transmission Form. Please ensure that your specimen signature is attested by a Bank Manager with their Official Seal where account is maintained.
- NOC from other legal heirs which is required to be executed on Non-Judicial stamp paper of appropriate value, if applicable, along with proof of Residence i.e., Passport / Driving License duly certified by Notary/Bank Manager with their Official Seal.
- Photo copy of Claimant(s) Pan Card duly certified by a Gazetted Officer.
- Claimant's Proof of residence, such as Electricity Bill/Telephone Bill/Water Bill/Passport/Driving License duly attested.
- Copy of Death certificate of the shareholders duly Notarized.
- Original share certificates.
- Cancelled cheque.
- Request letter duly signed by the Claimant(s) for transmission of share(s). All attested/certified copies should bear Official seal, Name, Address and Signature of attesting authority.

On receipt of the same, the request will be processed for transmission and the share certificate(s) shall be issued in the name of legal heir(s) subject to verification by RTA.

NAME CHANGE PROCEDURE

What is the procedure for name change in case securities are held in physical form?

or registering change of name for securities held in physical form, please submit the following documents with the Company's RTA:

1. Copy of self-attested PAN card duly notarised.
2. Copy of address proof duly notarised.
3. Copy of marriage certificate or Copy of Gazette duly notarised.
4. Original share certificates.
5. Affidavit executed before the Notary public/Magistrate of first class/Executive Magistrate mentioning the reasons for change of name.

6. Copy of newspaper publication in one local newspaper and one national newspaper.

7. Request letter duly signed by the shareholder for correction of name.

All attested/certified copies should bear Official seal, Name, Address and Signature of attesting authority.

IEPF

What is the CIN number required to be entered into the e-form IEPF-5?

The CIN of Tech Mahindra Limited is L64200MH1986PLC041370

How do I claim my shares and dividend transferred to IEPF?

Shareholders whose dividend amount and shares have been transferred to IEPF can claim the same by filing e-form IEPF-5 online. The form is available for download from the link <http://www.iepf.gov.in/IEPF/corporates.html>

What is the time period for submission of documents to the Company?

Although a specific time period has not been provided for submission of documents to the Company, a time period of 30 days has been given to the Company for filing the e-verification report for the claim. Thus, it is advisable to send the documents as early as possible to the Company.

What are the basic set of documents required to be submitted with IEPF -5?

Documents which are required to be submitted are enumerated below:

1. Self-certified copy of E-form IEPF-5
2. Copy of acknowledgement generated on online submission of e-Form IEPF – 5 bearing a unique serial number (SRN);
3. Indemnity Bond (original) with claimant signature;
4. Advance Stamped receipt (original) with revenue stamp and signature of claimant and witnesses;
5. Original share certificate (in case of securities held in physical form) or copy of transaction statement in case of securities held in Demat Form;

The formats for advance receipt and indemnity bond are available in the help kit of IEPF -5 form.

Please refer to the same on <http://www.iepf.gov.in/IEPF/corporates.html>

6. Self-attested copy of Aadhaar Card, PAN card, etc.
7. Proof of entitlement (certificate of share/Interest warrant Application No. etc.);
8. Cancelled Cheque leaf;
9. Copy of Passport, OCI and PIO card in case of foreigners and NRI.

What should be done if the original share certificate is lost?

Original share certificate is mandatory while claiming shares from IEPF. As outlined in Schedule III of IEPF Rules, 2016, following documents should be submitted:

1. Notarised copy of FIR/ Police Complaint containing information of security holder, holding details, folio number and distinctive numbers of share certificate.
2. Surety Affidavit of value equal to market value that of shares as on date of execution along with his Proof of identity like Pan Card of sureties duly attested by Notary.
3. Indemnity bond by security holder on a non-judicial stamp paper of requisite value duly attested by Notary Public by the person, in whose name the original share certificate are being issued that he has not sold / disposed off the involved shares or acted in any manner by which any interest of third party would have been created.
4. Copy of advertisement issued in at least one English language national daily newspaper having nationwide circulation and in one regional language daily newspaper published in the place of registered office of company, if the market value of the shares is greater than Rs 10,000.

Is Succession certificate mandatory in case of transmission?

As per Schedule II of the IEPF Rules, succession certificate would be mandatory depending on the value of securities claimed.

For value of securities up to Rs. 2,00,000 (Rupees Two lakh only) per issuer company as on date of application, one or more of the following documents:

- (a) Succession certificate or probate of will or letter of administration or court decree, as may be applicable in terms of Indian Succession Act, 1925. (39 of 1925)
- (b) In the absence of the documents as mentioned at (a) above,
 - (i). No objection certificate from all legal heir(s) executed by all the legal heirs of the deceased holder not objecting to such transmission (or) copy of Family Settlement Deed duly notarized, and
 - (ii). An Indemnity bond made on appropriate non-judicial stamp paper – indemnifying the RTA or Company.

(c) Any other government ID proof of the nominee. Where value exceeds Rs. 200,000, Succession certificate or probate of will or letter of administration or court decree, as may be applicable in terms of Indian Succession Act, 1925.

What documentation would be required if the shares transferred to IEPF are jointly held along with nomination?

As prescribed by Schedule II of IEPF Rules, 2016, following set of documents are required:

- a. Duly signed transmission request form by the nominee.
- b. Original or copy of death certificate(s) of all the joint holders duly attested
- c. Self-attested copy of PAN card.
- d. Original share certificate(s).
- e. Any other government ID proof of the nominee.

What is the value to be filled in the number of shares and amount in the advance receipt and indemnity bond?

The number of shares and amount should be same as that filled in form IEPF -5. These values can be ascertained based on the available documents with the claimant or verified from the company (our RTA, Link Intime India Private Limited). You may drop in an email to Company's RTA and Company at pune@linkintime.co.in and investor.relations@TechMahindra.com

What happens if the name on original certificates is not matching with the PAN or address on the Proof of Identity is not matching with company's records?

In such case, an affidavit explaining the above deviation needs to be submitted.

In case of mismatch in name, an affidavit needs to be made stating that the both the names, as seen on the share certificate and as on the documents belong to one and the same person. Copy of proof of name as on share certificate or change of name viz. marriage certificate, gazette notification etc. also needs to be submitted along with the affidavit.

In case of mismatch in address, an affidavit is required to be submitted. If possible, a copy of address proof of such new address should also be submitted.

Why are Client Master Copy and cancelled Original Cheque leaf required?

Client Master Copy and cancelled Original Cheque leaf are required to verify the DEMAT and Bank Account in which transfer of shares and dividend will be made.

What is resubmission and time period for resubmission?

Where the IEPF authority finds application or e-form or document to be defective or incomplete in any respect, it may mark the claim for resubmission. The IEPF Authority will send an email of the discrepancy to the claimant as well as the Company.

Where documents are required from the claimant, a time period of 15 days has been given to send the duly signed documents to the Nodal Officer of the Company who shall then file a revised verification report. Where documents are with the company, the company will file the revised verification report within a period of 30 days.

RTA DETAILS

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