

General Shareholder Information

1. Corporate Identification Number (CIN)	L24220MH1945PLC004598
2. Registered Office	Asian Paints Limited 6A, Shantinagar, Santacruz (E) Mumbai – 400 055
3. Annual General Meeting	
Date	Thursday, 27 th June, 2019
Time	11.00 a.m.
Venue	Patkar Hall, Nathibai Thackersay Road, New Marine Lines, Mumbai – 400 020
Webcast facility for AGM	
The Company has engaged NSDL for providing the service of webcast to its shareholders. The same may be accessed at https://www.evoting.nsdl.com by using remote e-voting credentials.	
4. Dates of book closure	Saturday, 15 th June, 2019 to Thursday, 27 th June, 2019 (both days inclusive)
5. Financial Calendar	
Financial Year	1 st April to 31 st March
Tentative schedule for declaration of financial results during the financial year 2019-20	
Quarter ending 30 th June, 2019	24 th July, 2019
Quarter ending 30 th September, 2019	22 nd October, 2019
Quarter ending 31 st December, 2019	22 nd January, 2019
Quarter and financial year ended 31 st March, 2020	11 th May, 2020
6. Dividend payment date	
Dividend details	Payment date
Interim Dividend for FY 2018-19 of ₹ 2.85 per equity share declared on 22 nd October, 2018	1 st November, 2018
Final dividend for FY2018-19 of ₹ 7.65 per equity share recommended by the Board of Directors at its meeting held on 9 th May, 2019	28 th June, 2019 (Subject to approval of the shareholders)
7. Listing details	
Name of Stock Exchange(s) & Stock Code(s)	Address
BSE Limited (BSE) – 500820	BSE Limited, Phiroze Jeejeebhoy Towers Dalal Street, Mumbai – 400001
National Stock Exchange of India Limited (NSE) – ASIANPAINT	Exchange Plaza, C-1, Block G, Bandra Kurla Complex, Bandra (E), Mumbai – 400051
ISIN for Depositories	INE021A01026
The Company has paid listing fees to BSE and NSE for the financial year ended 31 st March, 2019	

General Shareholder Information (Continued)

8. The details of the dividend declared and paid by the Company for the last five years are as follows:

Year(s)	Percentage (%)	In ₹ per share (Face value of ₹ 1 each)*	Dividend amount (₹ in crores)
2013-14	530	5.3	508.4
2014-15	610	6.1	585.1
2015-16	750	7.5	719.4
2016-17	1030	10.3	988
2017-18	870	8.7	834.5
2018-19 (interim)	285	2.85	273.4

* The dividend value per share has been adjusted to reflect the sub-division of the face value of the equity shares of the Company from ₹ 10 (Rupees ten) to ₹ 1 (Rupees one) each in the financial year ended 31st March 2014.

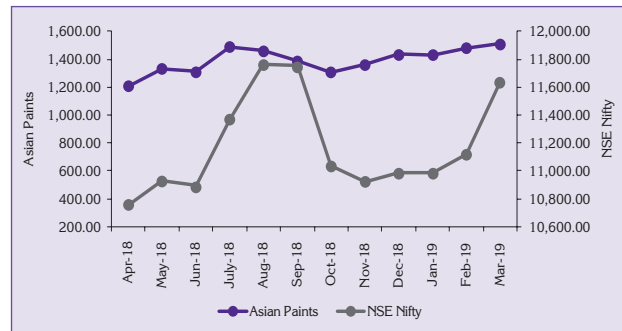
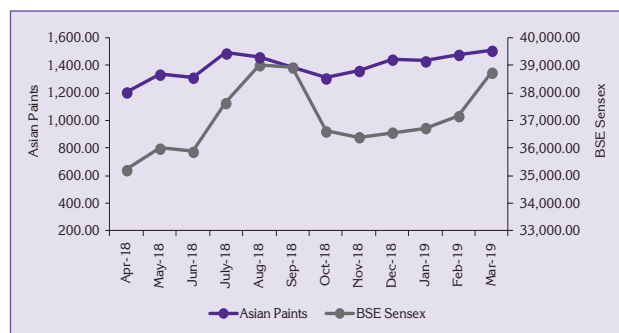
9. Market Price Data – the monthly high and low prices of the Company's shares at BSE and NSE for the financial year ended 31st March, 2019 are as follows:

Month(s)	BSE		NSE	
	High (₹)	Low (₹)	High (₹)	Low (₹)
FY2018-19				
April, 2018	1,206.15	1,112.60	1,207.00	1,111.50
May, 2018	1,335.10	1,180.55	1,332.00	1,178.10
June, 2018	1,313.10	1,243.05	1,310.00	1,240.20
July, 2018	1,488.60	1,261.80	1,490.60	1,261.00
August, 2018	1,461.05	1,365.80	1,459.95	1,364.20
September, 2018	1,387.45	1,215.00	1,387.50	1,211.90
October, 2018	1,307.50	1,119.60	1,307.90	1,118.00
November, 2018	1,361.75	1,212.40	1,361.75	1,213.80
December, 2018	1,444.00	1,254.35	1,433.90	1,252.15
January, 2019	1,431.50	1,351.60	1,432.05	1,353.30
February, 2019	1,478.60	1,346.75	1,480.00	1,345.00
March, 2019	1,507.95	1,380.70	1,508.95	1,380.00

Source: BSE and NSE website

10. Stock Performance in comparison to broad-based Indices:

The Chart below shows the comparison of the Company's share price movement on BSE vis-à-vis the movement of the BSE Sensex and NSE Nifty for the financial year ended 31st March, 2019 (based on month end closing):



11. In case the securities of the Company are suspended from trading, the reasons thereof

The Securities of the Company are not suspended from trading on the stock exchanges.

12. Share Transfer System

M/s. TSR Darashaw Limited is the Company's Registrar and Share Transfer Agent (RTA). All the documents received from shareholders are scrutinized by the Company's RTA. The shares lodged for transfer, 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 of shares, transmission of shares, requests for deletion of name of the shareholder etc. to the designated officials of the Company. A summary of approved transfers, transmissions, deletion requests, 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, rematerialisation, consolidation and renewal of share certificates are approved by the Shareholders' Committee of the Board of Directors of the Company.

SEBI, vide its Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018, introduced a documented framework for streamlining and strengthening the systems and processes of RTAs, Issuer Companies and Bankers to an Issue with regards to handling and maintenance of records, transfer of securities and payment of dividend, as may be applicable. In the said Circular, SEBI has suggested measures to make the systems and processes among the RTAs, Issuer Companies and Bankers, more robust and transparent.

The said SEBI Circular, *inter alia*, provides for some key requirements like maintenance of dividend master file, reconciliation of dividend account(s), Updation of PAN and

Bank mandates by the Shareholders, wherever not available, System-Log(s), enhanced due diligence, etc. These changes suggested by SEBI in the share related functioning are forward looking and ensures that proper internal checks and controls are in place.

The Company and its RTA are in compliance with the applicable requirements of the set framework.

13. Transfer to the Investor Education and Protection Fund

Pursuant to applicable provisions 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), all unpaid or unclaimed dividends are required to be transferred by the Company to the Investor Education and Protection Fund (IEPF) established by the Central Government, after completion of 7 (seven) years from the date of transfer to Unclaimed Dividend Account on the Company. Further, according to the IEPF Rules, the shares in respect of which dividend has not been claimed by the shareholders for 7 (seven) consecutive years or more shall also be transferred to the demat account of the IEPF Authority. The said requirement does not apply to shares in respect of which there is a specific Order of Court, Tribunal or Statutory Authority, restraining any transfer of the shares.

During the year under review, the Company had sent individual notices and also advertised in the newspapers, seeking action from the shareholders who have not claimed their dividends for 7 (seven) consecutive years or more. The Company has transferred to IEPF the following unclaimed dividends and corresponding shares:

Particulars	Amount of Dividend (in ₹)	No. of shares
Final Dividend for the Financial Year 2010-11	57,65,260	25,400
Interim Dividend for the Financial Year 2011-12	26,95,748	61,322

During the financial year 2019 – 20, the Company would be transferring unclaimed final dividend amount for the financial year ended 31st March, 2012 on or before 31st August, 2019, and unclaimed interim dividend amount for the financial year ended 31st March, 2013 on or before 31st December, 2019, to IEPF.

Details of shares/shareholders in respect of which dividend has not been claimed, are provided on the website of the Company at:

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

The Company sends periodic intimations to the Shareholders concerned, advising them to lodge their claims w.r.t. unclaimed dividends.

Shareholders may note that both the unclaimed dividend and corresponding shares transferred to IEPF, including all benefits accruing on such shares, if any, can be claimed from IEPF following the procedure prescribed in the IEPF Rules.

The shareholders are requested to verify their records and claim their unclaimed dividends for the past years, if not claimed.

With effect from 7th September, 2016, shareholders whose unclaimed dividend and shares have been transferred to IEPF under Companies Act, 1956 and/or Act, can claim the same from IEPF.

Guidelines for Investors to file claim in respect of the Unclaimed Dividend or Shares transferred to the IEPF:

- Shareholders are advised to verify their details like address, bank mandate, PAN, status of outstanding dividend(s), etc. from M/s. TSR Darashaw Limited, Company's Registrar and Transfer Agent, before filing an application with IEPF.
- Download the Form IEPF-5 from the website of IEPF (<http://www.iepf.gov.in>) for filing the claim for the refund of dividend/shares. Read the instructions provided on the website/instruction kit along with the e-form carefully before filling the form.
- After filling the form, save it on your computer and submit the duly filled form by following the instructions given in the upload link on the website of IEPF. On successful uploading, an acknowledgement will be generated indicating the SRN. Please note down the SRN details for future tracking of the form.
- Take a print out of the duly filled Form No.IEPF-5 and the acknowledgement issued after uploading the form.
- Submit an indemnity bond in original, copy of the acknowledgement and self-attested copy of e-form along with other documents as mentioned in the Form No. IEPF-5 to the Nodal Officer (IEPF) of the Company at its Registered Office in an envelope marked "Claim for refund of dividend from IEPF Authority" / "Claim for shares from IEPF" as the case may be. Kindly note that submission of documents to the Company is necessary to initiate the refund process.
- Claim forms completed in all respects will be verified by the Company and on the basis of Company's Verification Report, refund will be released by the IEPF Authority in favour of claimants' Aadhar linked bank account through electronic transfer and/or the shares shall be credited to the demat account of the claimant, as the case may be.

General Shareholder Information (Continued)

The Nodal Officer of the Company for coordination with IEPF Authority is Mrs. Radhika Shah, Chief Manager – Secretarial & Legal and following are the contact details:

Email ID: investor.relations@asianpaints.com

Telephone No.: (022) - 62181000

Address: 6A, Shantinagar, Santacruz (East),
Mumbai 400 055

14. Dividend:

The Company provides the facility of payment of dividend to the shareholders by directly crediting the dividend amount to the shareholder's Bank Account. Members are therefore urged to avail of this facility to ensure safe and speedy credit of their dividend into their Bank account through the Banks' Automated Clearing House ("ACH") and/or any other permitted mode for credit of dividend. The Company also voluntarily sends intimations to those shareholders to whom dividend has been credited electronically, for their future reference.

Members holding shares in physical form are requested to register and/or update their core banking details with the

Details of Unclaimed Dividend:

The details of the outstanding unclaimed dividend and corresponding due dates for transfer to IEPF as on 31st March, 2019 are as under:

Sr. No.	Particulars of Dividend	Amount (in ₹)	Due dates for transfer to IEPF
1.	Final Dividend 2011-2012	70,09,754	31 st August, 2019
2.	Interim Dividend 2012-2013	26,32,878.80	31 st December, 2019
3.	Final Dividend 2012-2013	1,07,69,006	29 th August, 2020
4.	Interim Dividend 2013-2014	39,66,965	26 th December, 2020
5.	Final Dividend 2013-2014	1,05,45,491	30 th August, 2021
6.	Interim Dividend 2014-2015	58,17,631	22 nd November, 2021
7.	Final Dividend 2014-2015	1,30,78,953	7 th September, 2022
8.	Interim Dividend 2015-2016	64,10,272	27 th December, 2022
9.	Final Dividend 2015-2016	2,46,82,954.40	2 nd September, 2023
10.	Interim Dividend 2016-2017	1,41,17,250.10	30 th December, 2023
11.	Final Dividend 2016-2017	3,67,76,258.10	2 nd September, 2024
12.	Interim Dividend 2017-18	1,31,44,278.25	28 th December, 2024
13.	Final Dividend 2017-18	2,75,99,706.75	1 st September, 2025
14.	Interim Dividend 2018-19	1,20,18,119.68	26 th December, 2025

Company's RTA and those holding shares in electronic form shall register/update such details with their Depository Participants (DPs), as mandated by SEBI vide Circular dated 20th April, 2018. The Company had successfully completed dispatch of three reminders to the shareholders whose Bank/PAN mandates were not registered with the Company. There has been reduction to the tune of 25 % of such cases wherein there are the no Bank/PAN mandates registered with the Company.

Dividend warrants in respect of the dividends declared, have been dispatched to the shareholders at the addresses registered with the Company. Those shareholders who have not yet received the dividend warrants may please write to the Company's RTA for further information in this regard. Shareholders who have not encashed the warrants are requested to do so by getting them revalidated from the Company's RTA.

The Company has sent voluntarily reminders to those shareholders whose dividends are outstanding under their Folio/Demat Account, as the case may be. This is sent by way of an Inland Letter, all the dividend(s) which are outstanding are mentioned thereunder and shareholder are required to sign and send the same to the Company's RTA.

15. Disclosure in respect of equity shares transferred to the 'Asian Paints Limited – Unclaimed Suspense Account' is as under:

In accordance with the requirements of Regulation 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, 2018	548	8,19,840
Less	Number of shareholders who approached the Company for transfer of shares and shares transferred from suspense account during the year	28	87,680
Less	Number of shareholders whose shares got transferred from suspense account to IEPF during the year	60	31,980
Closing Balance	Aggregate number of shareholders and outstanding shares lying in the suspense account as on 31 st March, 2019	460	7,00,180

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

16. Dematerialization of shares:

Break up of shares in physical and demat form as on 31st March, 2019 is as follows:

Particulars	No. of Shares	% of shares
Physical Segment	97,91,863	1.02
Demat Segment	94,94,05,927	98.98
NSDL	92,62,96,864	96.57
CDSL	2,31,09,063	2.41
Total	95,91,97,790	100

SEBI vide its Circular No. SEBI/LAD-NRO/ GN/2018/24 dated 8th June, 2018, amended Regulation 40 of SEBI Listing Regulations pursuant to which after 1st April, 2019, transfer of securities can not be processed unless the securities are held in the dematerialized form with a depository.

The Company has sent three reminders to those shareholders holding shares in physical form advising them to dematerialize their holding. Members holding shares in physical form are requested to dematerialize their holdings at the earliest as it will not be possible to transfer shares held in physical mode going forward.

The said measure of SEBI is aimed at curbing fraud and manipulation risk in physical transfer of securities by unscrupulous entities. Transfer of securities in demat form will improve ease, convenience and safety of transactions for investors.

SEBI vide Press Release No. 12/2019 dated 27th March, 2019, clarified that the transfer deed(s) once lodged prior to deadline of 1st April, 2019 and returned due to deficiency in document(s) may be re-lodged for transfer.

17. Distribution of Shareholding:

Distribution of shareholding of shares of the Company as on 31st March, 2019 is as follows:

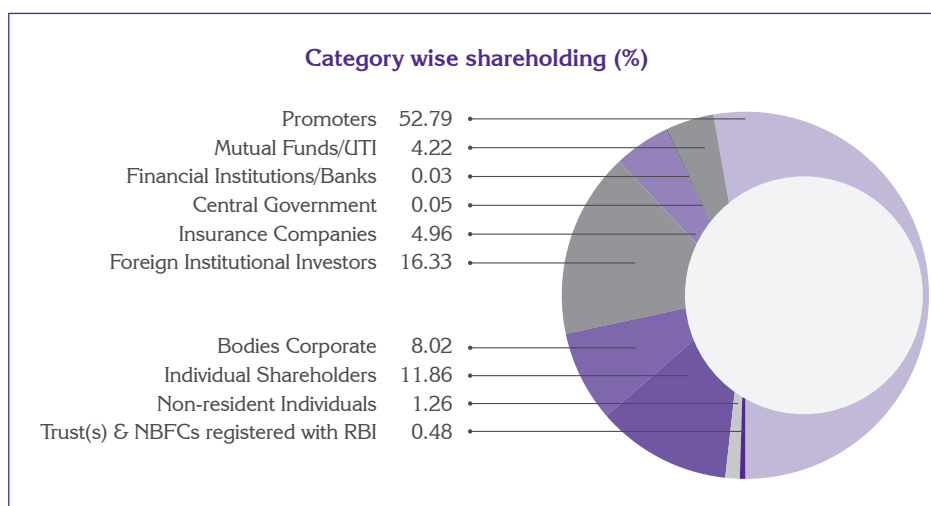
No. of equity shares	Shareholders		Shareholding		
	No.	% to total	No.	% to total	
1	50	1,29,831	58.87	22,22,817	0.23
51	100	29,148	13.21	24,30,477	0.25
101	200	21,059	9.55	31,13,035	0.33
201	300	7,646	3.47	19,41,895	0.20
301	400	3,469	1.57	12,48,970	0.13
401	500	3,518	1.60	16,71,245	0.17
501	1,000	6,858	3.11	52,92,273	0.55
1,001	5,000	12,526	5.68	3,27,76,272	3.42
5,001	10,000	3,604	1.63	2,79,71,930	2.92
10,001	AND ABOVE	2,879	1.31	88,05,28,876	91.80
Total		2,20,538	100.00	95,91,97,790	100.00

General Shareholder Information (Continued)

Shareholding Pattern as on 31st March, 2019:

Category of Shareholder(s)	Total No. of Shares	% of Total No. of Shares
(A) Shareholding of Promoter(s) and Promoter(s) Group		
(a) Individuals/Hindu Undivided Family	10,18,68,177	10.62
(b) Bodies Corporate	40,42,62,685	42.14
(c) Trust	253,620	0.03
Total Shareholding of Promoter(s) and Promoter(s) Group (A)	50,63,84,482	52.79
(B) Public shareholding		
(1) Institutions		
(a) Mutual Funds/UTI	403,90,932	4.22
(b) Financial Institutions/Banks	321,225	0.03
(c) Central Government	513,575	0.05
(d) Insurance Companies	4,76,04,853	4.96
(e) Foreign Institutional Investors	15,66,80,363	16.33
Sub-Total (B)(1)	24,55,10,948	25.59
(2) Non-Institutions		
(a) Bodies Corporate	7,67,86,658	8.02
(b) Individuals		
(i) Individual shareholders holding nominal share capital up to ₹ 1 lakh	10,52,67,749	10.97
(ii) Individual shareholders holding nominal share capital in excess of ₹ 1 lakh	85,31,955	0.89
(c) Non-Resident individuals	120,50,800	1.26
(d) Trust(s) and NBFCs registered with Reserve Bank of India (RBI)	4,665,198	0.48
Sub total (B)(2)	20,73,02,360	21.62
Total Public Shareholding (B)=(B)(1)+(B)(2)	45,28,13,308	47.21
Total (A)+(B)	95,91,97,790	100

Category-wise shareholding:



18. Outstanding Instruments and their impact on equity:

The Company does not have any outstanding GDRs/ ADRs/ Warrants/Convertible Instruments as on 31st March, 2019.

19. 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 has in place a Risk Management Policy and a mechanism to assess risk, periodically review it and ensure that steps are taken to mitigate the risks. The Risk Management Committee (RMC) periodically meets to discuss the key strategic and business risks and the risk treatment plans being taken by the Company. The minutes of the meetings of the RMC are periodically shared with the Audit Committee of the Board.

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

20. 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, 2019. 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.

21. Plant Locations:

Paint Plants

- Plot Nos. 2602/2702, GIDC Industrial Area, Ankleshwar - 393 002, Gujarat.

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

Other Plants:

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

22. 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 Limited (TSRD)

6-10, Haji Moosa Patrawala Industrial Estate,
Near Famous Studios, 20, Dr. E. Moses Road,
Mahalaxmi, Mumbai - 400 011,

Tel No.: (022) 6656 8484 Extn.: 411/412/413

Fax No.: (022) 6656 8494

Toll Free No.: 1800 2100 124

e-mail: csq-unit@tsrdarashaw.com

Website: www.tsrdarashaw.com

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

- Branches of TSRDL
 - 503 Barton Centre, 5th Floor 84, Mahatma Gandhi Road, Bangalore - 560 001.
 - Tata Centre, 1st Floor, 43, Jawaharlal Nehru Road, Kolkata - 700 071.
 - Plot No 2/42, Sant Vihar, Ansari Road Daryaganj, New Delhi - 110 002.
 - Bungalow No. 1, 'E' Road, Northern Town Bistupur, Jamshedpur - 831 001.

General Shareholder Information (Continued)

2. Agents of TSRDL

Shah Consultancy Services Ltd., 3, Sumatinath Complex, Pritam Nagar Akhada Road, Ellisbridge, Ahmedabad – 380 006.

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

Asian Paints Limited

CIN: L2422MH1945PLC004598

6A, Shantinagar, Santacruz (E), Mumbai – 400 055,

Tel. No.: (022) 6218 1000

E-mail: investor.relations@asianpaints.com

Website: www.asianpaints.com

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.

23. Addresses of the redressal agencies for investors to lodge their grievances:

Ministry of Corporate Affairs (MCA)

'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) 26449000 / 40459000 /

(022) 26449950 / 40459950

Fax No.: (022) 26449019-22 / 40459019-22

Toll Free Investor Helpline: 1800 22 7575

E-mail : sebi@sebi.gov.in

Website: www.sebi.gov.in

Stock Exchanges:

National Stock Exchange of India Ltd.

Exchange Plaza, C-1, Block G, Bandra Kurla Complex, Bandra (E), Mumbai – 400 051

Tel. No.: (022) 26598100 - 8114

Fax No.: (022) 26598120

Website: www.nseindia.com

BSE Limited

Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai – 400 001

Tel. No.: (022) 22721233/4, (022) 66545695 (Hunting)

Fax No.: (022) 22721919

Website: www.bseindia.com

Depositories:

National Securities Depository Limited

Trade World, 'A' Wing, 4th & 5th Floors, 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,

N M Joshi Marg, Lower Parel, Mumbai – 400 013

Toll free No.: 1800-22-5533

Email: complaints@cdslindia.com

Website: www.cdslindia.com

24. Others:

A. Non-resident shareholders:

Non-resident shareholders are requested to immediately notify:

1. Indian address for sending all communications, if not provided so far;
2. Change in their residential status on return to India for permanent settlement; and
3. 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:

1. 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
2. Shareholders holding shares in electronic form are requested to send their instructions directly to their DPs.

C. Shareholders are requested to keep record of their specimen signature before lodgement of shares with the Company to obviate possibility of difference in signature at a later date.

D. Nomination of shares:

Section 72 of the Companies Act, 2013 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.

E. Requirement of PAN:

Shareholders holding shares in physical form are mandatorily required to furnish self- attested copy of PAN in the following cases:

1. Transferees and Transferors PAN Cards for transfer of shares;
2. Legal Heirs'/Nominees' PAN Cards for transmission of shares;
3. Surviving joint holder's PAN for deletion of name of the deceased shareholder;
4. Shareholder's PAN Card for dematerialization of shares;
5. Shareholder's and surety's PAN for issuance of duplicate share certificate; and
6. Shareholder's and Nominee's PAN Card for registration of nomination of shares.

The Company has written to shareholders holding shares in physical form requesting them to furnish their PAN as mandated by SEBI vide Circular dated 20th April, 2018. Those shareholders who are yet to respond to the Company's request in this regard are once again requested to take action in the matter at the earliest.

F. SEBI Complaints Redress System (SCORES):

The investors' complaints are also being processed through the centralized web base complaint redressal system of SEBI. The salient features of SCORES are availability of centralized database of the complaints, uploading online action taken reports by the Company. Through SCORES the investors can view online, the action taken and current status of their complaints.

SEBI vide its Circular dated 26th March, 2018 have streamlined the process of filing investor grievances in the SCORES in order to ensure speedy and effective resolution of complaints filed therein. The said Circular can be accessed on the website of SEBI at:

https://www.sebi.gov.in/legal/circulars/mar-2018/investor-grievance-redress-mechanism-new-policy-measures_38481.html