

### **Procedure to Claim Bonus Shares from Unclaimed Suspense Account**

As per SEBI regulations, the issuance of shares in physical form is prohibited. Therefore, the Bonus Shares of physical shareholders who have not provided their Demat account details have been parked in the Transformers & Rectifiers (India) Limited – Unclaimed Suspense Account.

Details of shareholding for each individual allottee, whose shares have been credited to the above-mentioned account, are provided in “**Annexure 1.**”

Shareholders holding shares in physical form are advised to open a Demat account and dematerialize their holdings to avoid similar situations in the future.

To claim the Bonus Shares allotted on 17<sup>th</sup> February 2025, the holders of unclaimed shares are advised to follow the process outlined below:

1. A request letter with folio details, duly signed by the shareholder(s), should be sent to the Company’s RTA along with the following documents:
  - Self-attested copy of PAN and Aadhaar cards of the shareholder(s).
  - Client Master List of your Demat account. If you do not have a Demat account, kindly open one and provide the Client Master List.
  - Cross-cancelled cheque leaf from the bank account linked with your Demat account.
  - Duly filled and signed **Form ISR-4**.

Kindly note that if your KYC is not updated with the RTA, it should be updated at the time of submitting your claim for shares by submitting **Form ISR-1**.

Additionally, if your specimen signature has changed over time, it should be updated by submitting **Form ISR-2**, duly attested by your bank.

For Nomination:

- **Form SH-13** – For opting for Nomination
- **Form SH-14** – For Change/Variation in Nomination
- **Form ISR-3** – Declaration to opt-out of Nomination

All the relevant forms are attached herewith.

The above forms should be submitted along with the relevant annexures as mentioned in each form.

**Annexure 1**

<b>Srno</b>	<b>DPID/CLID</b>	<b>NAME</b>	<b>SHARES</b>
1	IN30306910193651	DINESH KUMAR	184
2	1207020000463905	VIRAJ BIPINCHANDRA PARIKH	1

# Form ISR-4

(see circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

## Request for issue of Duplicate Certificate and other Service Requests

(for Securities - Shares / Debentures / Bonds, etc., held in physical form)

Date: \_\_\_/\_\_\_/\_\_\_\_\_

### A. Mandatory Documents / details required for processing all service request:

I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer Company (tick ✓ as relevant, refer to the instructions):

- Demat Account No. (If available):  
Provide Client Master List (CML) of your Demat Account from the Depository Participant\*
- Provide the following details, if they are not already available with the RTA (see [SEBI circular dated November 03, 2021](#) in this regard)

PAN	Specimen Signature
Nomination / Declaration to Opt-out	

\* (Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your CML). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use [Form ISR-1](#) in [SEBI circular dated November 03, 2021](#).

### B. I / We request you for the following (tick ✓ relevant box)

Issue of Duplicate certificate	Claim from Unclaimed Suspense Account
Replacement / Renewal / Exchange of securities certificate	Endorsement
Sub-division / Splitting of securities certificate	Consolidation of Folios
Consolidation of Securities certificate	Transmission
Transposition ( <i>Mention the new order of holders here</i> )	

### C. I / We are enclosing certificate(s) as detailed below\*\*:

Name of the Issuer Company	
Folio Number	
Name(s) of the security holder(s) as per the certificate(s)	1. 2. 3.
Certificate numbers	
Distinctive numbers	
Number & Face value of	

securities	
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\*\* Wherever applicable / whichever details are available

**D. Document / details required for specific service request:**

- I. Duplicate securities certificate
  
- II. Claim from Unclaimed Suspense Account

Securities claimed	(in numbers) (in words)
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- III. Replacement / Renewal / Exchange of securities certificate  
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- IV. Endorsement
- V. Sub-division / Splitting of securities certificate
- VI. Consolidation of securities certificate/Folios
- VII. Transmission
- VIII. Transposition

*Provide / attach original securities certificate(s) for request for item numbers III to VIII above.*

**Declaration:** All the above facts stated are true and correct to best of my / our knowledge and belief.

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature	✓	✓	✓
Name	✓	✓	✓
Full address	✓		
PIN	✓		

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.

# Form ISR – 1

(-SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

## REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

A. I / We, request you to Register / Change / Update the following (Tick ✓ relevant box)

Date : / /

<input type="checkbox"/> PAN	<input type="checkbox"/> Signature	<input type="checkbox"/> Mobile Number
<input type="checkbox"/> Bank details	<input type="checkbox"/> Registered Address	<input type="checkbox"/> E-mail address

B. Security and KYC Details [ to be filled in by the First Holder ]

Name of the Issuer Company	Folio No(s)	
Face value of Securities	Number of Securities	
Distinctive number of Securities (Optional)	From	To
E-mail Address		
Mobile Number		
Serial No	{ } << Kindly write the Serial no as printed in KYC Form	

C. I/We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):

Name(s) of the Security holder(s) in Capital as per PAN	PAN	PAN Linked to Aadhar -Y/N
Copies of PAN of all the Holder(s) duly self-attested with date to be enclosed with this Form.		Tick any one [✓] *
1.		Yes / No
2.		Yes / No
3.		Yes / No
4.		Yes / No

Note: \* PAN shall be valid only if it is linked to Aadhar by March 31, 2022, or any other date as may be specified by CBDT.

Bank Account Details of First Holder		
Name of the Bank & Branch	IFSC	
Bank A/c No.	Tick any one [✓]- Acct type <input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> Any other [ ]	

Note: Original cancelled cheque leaf bearing the name of the first holder is mandatory, failing which first security holder shall submit copy of bank passbook / statement attested by the Bank for registering the Bank Account details.

Demat Account Number	16 digit DP/CL [ ]
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Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.

**Authorization:** I / We authorise you (RTA) to update the above PAN and KYC details in my / our above folio(s) (use Separate Annexure if extra space is required) in which I / we are the holder(s). [ strike off what is not applicable ]

**Declaration:** All the above facts and documents enclosed are true and correct.

	First Holder	Joint Holder - 1	Joint Holder - 2	Joint Holder - 3
<u>Signature</u>				
<u>Name</u>				
<u>Address</u>				
<u>PIN</u>				

Note: If the address mentioned above differs from the address registered with the Company, you are requested to record the new address by submitting the documents as specified in point (3) overleaf.

I/We are submitting documents as per Table below (tick✓as relevant, refer to the instructions):

No.	✓	Document/Information/Details	Instruction/Remark
1	<input type="checkbox"/>	PAN of (all) the (joint) holder(s)	PAN copies of all the holder(s) duly self-attested with date to be enclosed. PAN shall be valid only if it is linked to Aadhar by March 31, 2022, or any date as may be specified by the CBDT. For Exemptions / Clarifications on PAN, please refer to Objection Memo as specified in SEBI circular.
2	<input type="checkbox"/>	Demat Account Number	Provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.
3		Proof of Address of the first Holder	<p>Provide self attested copy of any ONE of the documents, issued by a Govt. Authority, only if there is change in the address;</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by the Depository Participant.</li> <li><input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence/ Driving License/Flat Maintenance Bill*</li> <li><input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.</li> <li><input type="checkbox"/> Identity card (with Photo) / document with address, issued by Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.</li> <li><input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.</li> <li><input type="checkbox"/> The proof of address in the name of the spouse*</li> </ul> <p><b>* Kindly provide additional self-attested copy of Identity Proof of the holder/ claimant.</b></p>
4	<input type="checkbox"/>	Bank details	Provide the latest copy of the bank statement with details of bank name, branch, account number and IFSC or Original cancelled cheque leaf bearing the name of first holder. Alternatively, Bank details available in the CML as enclosed will be updated in the folio.
5	<input type="checkbox"/>	E-mail address	As mentioned on Form ISR-1, alternatively the E-mail address available in the CML as enclosed will be updated in the folio.
6	<input type="checkbox"/>	Mobile	As mentioned on Form ISR-1, alternatively the mobile number available in the CML as enclosed will be updated in the folio.
7	<input type="checkbox"/>	Specimen Signature	Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 and Original cancelled cheque leaf bearing the name of the first holder.
8		Nomination	<p><b>Submit Form(s) as per any ONE of the following options.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>SH-13</b> For First Time Nomination</li> <li><input type="checkbox"/> <b>SH-14</b> For Change in Existing Nomination</li> <li><input type="checkbox"/> <b>SH-14 and ISR-3</b> For Cancellation of existing Nomination and to "Opt-Out"</li> <li><input type="checkbox"/> <b>ISR-3 To "OPT-Out"</b> of Nomination or if No-Nomination is required</li> </ul>

**Note:** All the above forms are also available on the website of the RTA.

# Form ISR – 2

(see circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

## Confirmation of Signature of Securities Holder by the Banker

Serial No : \_\_\_\_\_  
as mentioned in KYC Form

1. Bank Name and Branch			
2. Bank contact details	Postal Address		
	Mobile/Tel number		
	E-mail address		
3. Bank Account number			
4. Account opening date			
5. Account holder's PAN	Account Holder's Name		
i)	i)		
ii)	ii)		
iii)	iii)		
iv)	iv)		
6. Latest photograph of the account holder(s)			
	i)- Holder Photo	ii)- Holder Photo	iii)- Holder Photo
	iv)- Holder Photo		
7. Account holder(s) details as per Bank Records			
a) Address			
b) Mobile/Tel number			
c) Email address			
d) Signature(s) of the Holder(s)			
i)	_____		
ii)	_____		
iii)	_____		
iv)	_____		
	<div style="border: 1px solid black; width: 200px; height: 60px; margin: 0 auto;"></div> <p><i>Bank Manager's Signature and Bank Seal</i></p>		
-- (To be Mandatorily Filled by the Bank Official) --			
Place:	Name of the Bank Manager :		
Date:	Employee Code :		
Mobile / Tel no:	Email_id :		

**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]**

Date: / /

Serial No: \_\_\_\_\_  
(As mentioned in KYC Form)

To,  
Name of the Company: .....

Address of the Company: .....

I/We, the holder(s) of the securities particulars of which are given hereunder, wish to make nomination and do hereby nominate the following persons 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(s) ( From – To )
Tick ✓ as relevant Equity / Debs/Bonds				

**(2) PARTICULARS OF NOMINEE/S** — [ Use photocopies of this blank nomination form in case of additional Multiple Nominations in the same folio ]

Name of Nominee			
Address of Nominee		Date of Birth	{ - - }
Father's/Mother's/ Spouse's name		Occupation	
Nationality		Relationship with the security holder	
E-mail_id		Mobile No	

**(3) IN CASE NOMINEE IS A MINOR** —

Date of Birth	{ - - }	Date of attaining majority	
Name of Guardian		Address of Guardian	

Signature(s) as per Specimen recorded with the Company.

	First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
Signature				
Name				

**Witness Details:**

Witness Name			Signature	
Address	_____ Pin: _____	Date		

\* Nomination will be registered for entire holding in the folio. In case of more than one nominee, the ratio should be furnished & separate form to be filled for each nominee.

## Form No. SH-14

### Cancellation or Variation of Nomination

[Pursuant to sub-section (3) of section 72 of the Companies Act, 2013 and rule 19(9) of the Companies  
(Share Capital and Debentures) Rules 2014]

To, Date:    /    /

Name of the Company : .....

Address of the Company: .....

I/We, hereby cancel the nomination(s) made by me/us in favour of.....  
.....(name and address of the nominee) in respect of the below mentioned securities.

**or**

I/We hereby nominate the following person in place of .....as nominee in  
respect of the below mentioned securities in whom shall vest all 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 cancelled / varied):

Nature of Securities	Folio No.	No. of Securities*	Certificate No.	Distinctive No(s) ( From – To )
Tick ✓ as relevant				
Equity / Debs/ Bonds				

**(2) PARTICULARS OF THE NEW NOMINEE/S** — [Use photocopies of this Form-SH-14 in case of additional Multiple New Nominations in the same folio ]

Name of Nominee			
Address of Nominee		Date of Birth	{    -    -    }
Father's/Mother's/ Spouse's name		Occupation	
Relationship with the security holder		Nationality	
E-mail_id		Mobile No	

**(3) IN CASE NEW NOMINEE IS A MINOR** —

Name of Guardian		Date of Birth	{    -    -    }
Address of Guardian		Date of attaining majority	{    -    -    }

Signature(s) as per Specimen recorded with the Company.

	First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
Signature				
Name				

**Witness Details:**

Name of Witness				
Address of Witness	_____		Signature	
	_____ Pin _____		Date	

\* New Nomination will be registered for entire holding in the folio. In case of more than one new-nominee, the ratio should be furnished & separate form to be filled for each of the new-nominee.

**Form SH-14 - INSTRUCTIONS**

[Please follow the instructions given below very carefully while filling in your request for Cancellation/Variation in Nomination registered.]

Upon successful execution of SH-14, the earlier Nomination shall stand cancelled.

**1. The New-Nomination can be made only by individuals** applying/holding securities on their own behalf singly or jointly. Non-individuals including Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. The new nomination will be registered only when it is complete in all respects including the signature of (a) all registered holders (as per specimen lodged with the Company / RTA ) and (b) the complete details of the new nominee and witness being furnished.

**2.** A minor can be nominated as a new nominee by holder(s) of securities and in that event the name and address of the Guardian shall be furnished by the holder(s).

**3.** The new nominee shall not be a trust, society, body corporate, partnership firm, Karta of Hindu Undivided Family, or a power of attorney holder. A Non-Resident Indian can be a new nominee on re-patriable basis provided RBI approval granted to the new nominee is registered with the Company.

**4.** In case you have many folios, then you may take a photocopy of this form.

**5.** Request for Change/Cancellation in Nomination in Form SH-14 will be considered for securities held in physical form only.

**6.** The new nomination will be valid, if the registration of Nomination is done before the demise of all the holders in the folio.

**7.** The nomination stands rescinded whenever the securities in the given folio are transposed /transmitted/ amalgamated, in such a scenario a new Nomination Form will have to be filled by the security holder(s).

**8.** In case the holder(s) desires to nominate more than one person as nominee, the ratio shall be mentioned and separate form to be filled for each nominee.

**9.** Fresh Nomination registration number will be allotted upon successful registration.

**10.** The Company / RTA will entertain claims of registered nominees only.

**11.** The new nominee will be entitled to all the rights in the securities upon demise of all holders in the folio.

**12.** In case the nomination already registered is being cancelled by submission of SH-14 and a fresh nomination is not being registered, the security holder(s) is/are mandatorily required to submit Form ISR-3 to 'Opt Out' of Nomination.

**13.** Kindly note that the nomination being a legal document the same should be dated by the security holder. Furthermore, the date of execution on the Nomination Form should match with the date of witness, witnessing the document.

■ **FOR OFFICE USE ONLY** :

■ Nomination Registration Number :

■ Date of Registration :

■ Checked and Signature of Employee :

# Form ISR - 3

## Declaration Form for Opting-out of Nomination by Holders of Physical Securities in Listed Companies

(SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

[Under Section 72 r/w Section 24 (1) (a) of Companies Act, 2013 r/w Section 11(1) and 11B of SEBI Act, 1992 and Clause C in Schedule VII and Regulation 101 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

Date:    /    /

Serial No: \_\_\_\_\_  
(As mentioned in KYC Form)

Name of the Company : \_\_\_\_\_

Address of the Company : \_\_\_\_\_  
\_\_\_\_\_

### PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

Nature of Securities	Folio No.	No. of Securities *	Certificate No.	Distinctive No(s) ( From – To )
Tick ✓ as relevant				
Equity / Debentures				

I / We the holder(s) of the securities particulars of which are given hereinabove, **do not wish to nominate** any person(s) in whom shall vest, all the rights in respect of such securities in the event of my /our death.

I / We understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my / our death, my / our legal heir(s) / representative(s) are required to furnish the requisite documents / details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

Signature(s) as per Specimen recorded with the Company.

	First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
Signature				
Name				

Name and Address of Witness:	Date [   -   -   ]
	Signature of the witness

\* Use of ISR-3 (ie to Opt-Out of Nomination OR if "No\_Nomination" is required by the investor ) will be applied for the entire securities against the said Folio.