

## **FREQUENTLY ASKED QUESTIONS**

### **SHAREHOLDERS' GENERAL QUERIES RELATING ARE ANSWERED HERE**

#### **1. What is “Demat”.**

**“Demat” is the short form for “Dematerialisation”. It is a process under which physical share certificates are cancelled and a credit entry is made in the shareholder’s demat account for the shares held by him in different companies. In other words, it is a paperless form of a share certificate.**

#### **2. How do I open a demat account?**

Demat accounts are opened by the entities known as “Depository Participants (“DPs”)” at the request of shareholders. To see a list of DPs in your area, visit the following link : [NSDL](#) or [CDSL | DPs \(cdslindia.com\)](#) (Please note that these are external links over which Jasch Industries Ltd has no control)]. You can open a demat account with any DP of your choice. To open a demat account, kindly follow the following procedure:

**Step 1:** Visit your preferred DP personally or its website. Keep your Aadhar Card, PAN Card and cancelled cheque ready.

**Step 2:** Click on the 'Open a Demat and trading account' link on their website.

**Step 3:** Fill in the application form.

**Step 4:** Upload scanned copies of all the necessary documents for “Know Your Customer (KYC)” updation.

**Step 5:** Sign the agreement with the DP along with the charges. This agreement contains the duties and responsibilities of both the depository participant and the account holder. Therefore, it is important to read them thoroughly before putting your signature.

**Step 6:** Once all the relevant documents are submitted, your application will be processed by the DP.

**Step 7:** On successful approval of your Demat and trading account application, you will receive a unique user ID and password to access your trading account along with a Demat account number.

#### **3. I am having shares in physical form, how do I dematerialize those shares?**

**Step 1:** Open a Demat account **(as per procedure mentioned above)**

**Step 2:** Obtain a Dematerialization Request Form (DRF) from your DP.

**Step 3:** Fill up the DRF with all the required details and put your signature. Submit the duly filled form along with your original physical share certificates and other relevant documents to your DP. It is important to mention 'Surrendered for Dematerialization' on each physical share certificate. Please note that the DRF and share certificates are to be submitted to your DP and not to the Company.

**Step 4:** Relax ! Your DP will do the rest of the work. Your DP will process your request and send the DRF and share certificates to Alankit<sup>1</sup>.

**Step 5:** Once the dematerialization request is approved by Alankit, they will retain the original cancelled physical share certificates with them and will credit your demat account with necessary entry. Example: "Jasch Industries Ltd - 100 equity shares- credit"

#### **4. I am having shares in physical form, how to I update my address, PAN No. and bank account details with the Company?**

You need to send a request letter to Alankit<sup>1</sup>. The letter should be duly signed by holders along with their ID Proof (self-attested copy of PAN Card) and Address proof (self-attested copy of Aadhar card/electricity bill/ bank passbook copy) and copy cancelled cheque.

#### **5. I am having shares in demat form, how do I change my address and bank details in demat account?**

Please write to your DP, where you are holding the Demat account, along with self-attested copy of address proof and cancelled cheque (as the case may be).

#### **6. I am having shares in physical form, how do I apply for correction of name in share certificate?**

You need to send request letter to Alankit<sup>1</sup> duly signed by the all the holders along with original share certificates & self-attested PAN Card copy

#### **7. I am having shares in physical form, how do I apply for change in name on share certificate?**

You need to send request letter to our Registrars & Share Transfer Agents (Alankit Assignments Ltd), whose address is given below duly signed by the holder along with original share certificates, ID Proof (Self attested copy of PAN Card), Marriage Certificate (if the name has changed consequent upon marriage) and a copy of Govt. Gazette notification regarding change of name.

#### **8. I am having shares in physical form, how do I apply for change of signature?**

You need to send request letter to Alankit<sup>1</sup> mentioning old signature & new signature along with self-attested PAN card copy (ID Proof). New signature proof

attestation from nationalised bank on the bank's letter head signed by bank manager & affidavit in 100 Rs non judicial stamp paper as per proforma, is needed.

### **9. How do I apply for duplicate share certificate in case of loss of share certificate?**

Physical duplicate share certificates are not being issued any longer. Instead of issue of a duplicate share certificate, you will get an "Entitlement Letter", which will enable you to get a credit entry in your demat account. For this, you need to send request letter to Alankit<sup>1</sup> duly signed by the holder along with FIR copy, self-attested ID Proof, Address proof, Indemnity bond & Affidavit in separate 100 Rs non judicial stamp paper.

Please click on link to know the detailed procedure of duplicate share certificates: [Other Services | Jasch \(jaschindustries.com\)](#)

### **10. How do I apply for transmission of share certificate in my name on death of the shareholder?**

Please click on link to know the detailed procedure for transmission of share certificates: [Other Services | Jasch \(jaschindustries.com\)](#)

### **11. I have been told that my shares and dividend have been transferred to IEPF. What does it mean?**

If the dividend declared by the company remains unpaid/unclaimed for a period of seven consecutive years, the company is required to transfer the same to Investor Education & Protection Fund ("IEPF") of the Central Government. A shareholder can claim the shares and unpaid dividend from IEPF.

### **12. How can I claim the shares/unclaimed dividend transferred to IEPF Authority?**

You need to submit an online application in Web-Form IEPF-5 available on IEPF website [www.iepf.gov.in](http://www.iepf.gov.in). Application can also be made by any successor, legal heir / representative of the deceased person. Complete procedure is given under the following weblink:

### **13. What documents are required to be submitted with IEPF claim?**

Claimant after making an application in Web-Form IEPF-5 has to send all the following relevant documents, to the Nodal Officer of the Company or Alankit<sup>1</sup> for verification of the claim.

- ✓ Form IEPF-5 along with challan
- ✓ Advance receipt

- ✓ Indemnity bond (on non-judicial stamp paper of Rs. 100)
- ✓ Aadhaar Card
- ✓ Pan Card
- ✓ Client Master List of Demat A/c
- ✓ Proof of entitlement (Certificate of share, if available). If not available, then an affidavit to that effect that the same have been lost.
- ✓ Original cancelled cheque leaf
- ✓ If address and name is not matched with the companies record, kindly provide an affidavit for the same.

**Note:** All the pages of all the documents to be submitted by you should be self-attested by the claimant and joint holder, if any.

#### 14. What procedure is followed by the IEPF/the Company/ Alankit<sup>1</sup> for settling the claim?

The Company will verify the accuracy and completeness of the claim and submit a Verification Report to IEPF Authority along with documents received from the claimant.

Based on Verification Report submitted by the Company, IEPF Authority, would:

- I. Approve the claim,
- II. Ask the shareholder to resubmit the required documents in case of any discrepancy.

In case IEPF Authority requests the claimant to resubmit any documents, claimant is to forward the required documents to the Nodal Officer. On receipt of the revised documents from the shareholder, Nodal Officer would forward the revised Verification Report to IEPF Authority for settlement of the claim of the shareholder

*Please note that in case of non-receipt of documents by the Authority after the expiry of ninety days from the date of filing of Form IEPF-5, the Authority may reject Form IEPF-5, after giving an opportunity to the claimant to furnish response within a period of thirty days. The Authority shall, if the claim is approved: a. Credit the Dividend amount to the claimants' Aadhaar linked bank account through electronic transfer and b. In case of request for credit of shares, credit the shares to the claimant's Demat account.*

**Note:** *While we are eager that you get back your shares and unpaid dividend from the government (IEPF) soonest, but these are in the custody of IEPF and the Company has no role in the matter, except verifying your claim. IEPF takes its own time to settle the claim and sending reminders to us, will not serve any purpose.*

## 15. What are the contact details of Alankit and IEPF?

<b>Alankit Assignments Ltd</b> (Unit: Jasch Industries Limited) 4E/2, Jhandewalan Extension, New Delhi - 110055 Tel: +91-011-42541234, 23541234 E-mail: ramap@alankit.com	<b>Investor Education and Protection Fund</b> E-mail: iepf@mca.gov.in Call: 1800 114 667 / Public Relations Officers Phone No: 011-23441777 Helpdesk - 0124-4832500
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## 16. Important weblinks:

**IEPF Website:** <https://www.iepf.gov.in/>

**Web-Form IEPF-5 and instruction kit:** [Ministry of Corporate Affairs \(iepf.gov.in\)](http://Ministry of Corporate Affairs (iepf.gov.in))

**Company website :** [www.jaschindustries.com](http://www.jaschindustries.com)

## 17. What is the status of company's petition for demerger?

Company's petition for demerger is awaiting approval of the National Company Law Tribunal , New Delhi (Principal Bench IV) under case No. CP(CAA)/63/ND/2022. To know the latest status, please visit NCLT website: <https://nclt.gov.in>

## 18. How is the Company doing? What are the future plans of the Company?

The annual report, the quarterly financial statements and all the important information about the Company are uploaded at the website of the Company and that of BSE from time to time. These documents amply depict the latest status and financial health of the Company. We appreciate your desire to have "inside" knowledge about the affairs and future plans of the Company. The Company is also eager to share all important information with the investors. However, the Company has a policy of not sharing any information with anyone on individual basis. All the information which may be of interest to shareholders and/or general public is promptly uploaded at the website of the Company and also that of BSE, for the information of all. It is left to the wisdom of the investors/public to draw their own conclusion therefrom. All requests, suggestions or discussions aimed at helping anyone to draw any conclusions from the information disseminated by the Company, are always politely declined.

<sup>1</sup>Alankit Assignments Ltd are Registrars & Share Transfer Agents of the Company, whose complete address is given at sr. no. 15 above. They are a SEBI-registered entity and the Company has delegated to them all the work relating to investor services.