

SHAREHOLDERS REFERENCER

I. PROCEDURE FOR TRANSFER OF SHARES

a. For Shares held in Physical Form – NOT PERMITTED

PURSUANT TO PROVISIONS OF REGULATION 40 (1) OF THE SEBI LISTING REGULATIONS, TRANSFER OF SHARES IN PHYSICAL MODE HAVE BEEN DISCONTINUED W.E.F. APRIL 1, 2019. FURTHER, SEBI HAS FIXED MARCH 31, 2021 AS THE CUT-OFF DATE FOR RE-LODGE OF TRANSFER DEEDS WHICH WERE REJECTED / RETURNED DUE TO DEFICIENCY IN THE DOCUMENTS MAY BE RE-LODGED WITH REQUISITE DOCUMENTS.

PLEASE NOTE THAT SHARES THAT ARE RE-LODGED FOR TRANSFER (INCLUDING THOSE REQUEST THAT ARE PENDING WITH THE COMPANY AS ON DATE) SHALL HENCEFORTH BE ISSUED ONLY IN DEMAT MODE.

b. For Shares held in Electronic Form

Please contact your depository participant, if you are holding share of the Company in demat form.

II. PROCEDURES FOR ADDITION OF NAME

a. For Shares held in Physical Form – NOT PERMITTED

Please refer instruction mentioned in point no. I above.

b. For Shares held in Electronic Form

Please contact your depository participant, if you are holding share of the Company in demat form.

III. PROCEDURE FOR NAME DELETION

a. For Shares held in Physical Form

Please submit the following:

1. Legible copy of the death certificate of the deceased holder, duly attested by Notary Public / Bank Manager / First Class Magistrate /Gazetted Officer.

Attestation by Notary Public / First Class Magistrate / Gazetted Officer should mention their name, full address, registration number and affix their seal, Notarial / Court Fee stamps, as applicable. Attestation by Bank Manager should bear the name, full address, employee code and official stamp of the bank.

2. Share certificate(s).
3. Name Deletion form duly completed and signed by the surviving holder(s) as per the specimen signature(s) recorded with Company/ RTA. This form can be downloaded from the website of the Company.
4. Self-attested copy of the PAN Card and Aadhar Card of the surviving holder(s).

b. For Shares held in Electronic Form

Please contact your depository participant, if you are holding share of the Company in demat form.

IV. PROCEDURE FOR ISSUE OF DUPLICATE SHARE CERTIFICATE

- I. In case of torn, mutilated share certificate(s), please provide your written request duly signed by all the shareholders alongwith torn, mutilated share certificate to the Company/ RTA for issue of Duplicate Share Certificate in lieu of the same.
- II. In case of lost/ misplaced share certificate(s), please register a complaint/ FIR before the Police Authority stating the following:
 - a. Name of the Company.
 - b. Your full name, address and Folio No.
 - c. The distinctive number(s) of the certificate(s) and the total no. of shares that are missing/lost.
- III. On receipt of the complaint/ FIR from shareholder, RTA shall put a “stop transfer” remark in the system to enable not to proceed with any further transaction on the said share certificate(s).
- IV. The Company shall simultaneously send the format of following documents/ indemnity bond/ affidavit for issue of duplicate share certificate to the shareholder for execution :
 - a. An indemnity to be executed on a Rs.500/- stamp paper in favour of the Company and notarized.
 - b. An affidavit to be executed on a Rs.100/- stamp paper and notarized
 - c. Surety Form
- V. Upon receipt of all the required documents alongwith Demand Draft of Rs.2,500/- towards publication of news-paper notice regarding issue of duplicate share certificate, duly filled in and notarized, and subject to verification by the company necessary steps would be taken to issue duplicate share certificate(s).
- VI. The Company shall immediately send information to the stock exchanges in which shares of the company are listed on receipt of information about loss of share certificate(s).
- VII. Details guidelines alongwith requisite forms for issue of duplicate share certificate is attached herewith as **ANNEXURE A**.

V. PROCEDURE FOR TRANSPOSITION

a. For Shares held in Physical Form

1. Transposition form duly completed and signed by ALL the holders as per the specimen signatures recorded with the Company.
2. Relevant certificates for the securities for necessary correction.
3. Self-attested copies of the PAN Cards of all the holders.

b. For Shares held in Electronic Form

Please submit your transposition request in Form OA (which is available with your Depository Participants) alongwith Demat Request Form (DRF) for dematerialisation of your shares as per name appearing in your Demat account. You may contact your depository participants for further procedure and details in this regard.

VI. PROCEDURE FOR TRANSMISSION

a. For Shares held in Physical Form

1. For shares held in single name with a nominee:

- i. Duly signed transmission request form by the nominee.
- ii. Relevant certificates for the securities to be transmitted.
- iii. Legible copy of the death certificate(s) of the deceased holder(s), duly attested by Notary Public / Bank Manager / First Class Magistrate /Gazetted Officer.

Attestation by Notary Public / First Class Magistrate / Gazetted Officer should mention their name, full address, registration number and affix their seal, Notarial / Court Fee stamps, as applicable. Attestation by Bank Manager should bear the name, full address, employee code and official stamp of the bank.

- iv. Self-attested copy of PAN/ Aadhar card of the nominee. (Copy of PAN card may be substituted with ID proof in case of residents of Sikkim after collecting address proof)

2. For securities held in single name without a nominee, the following additional documents will be required:

- i. Affidavit from all the legal heirs made on appropriate non judicial stamp paper - to the effect of identification and claim of legal ownership to the securities.

Provided that in case the legal heir(s)/claimant(s) is named in the succession certificate or probate of will or will or letter of administration, an affidavit from such legal heir/claimant(s) alone would be sufficient.

- ii. For value of securities upto `2,00,000 (Rupees Two lakh only) per issuer company as on date of application, one or more of the following documents:
 - a. Legible copies of any one of the legal documents of the deceased holder viz. Probate of Will / Letters of Administration / Succession Certificate / Administrator General's Certificate along with the schedule disclosing the name of the Company, Folio No(s)., number of securities and their distinctive nos., duly attested by Notary Public / First Class Magistrate.

- b. In the absence of the documents as mentioned at (i) above,
 - 1. A No objection certificate [NOC] 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
 - 2. An Indemnity bond made on appropriate non judicial stamp paper – indemnifying the STA/Issuer Company.
- iii. For value of securities more than `2,00,000 (Rupees Two lakh only) per issuer company as on the date of application:

Succession certificate or probate of will or will or letter of administration or court decree, as may be applicable in terms of Indian Succession Act, 1925.

b. For Shares held in Electronic Form

Please contact your depository participant, if you are holding share of the Company in demat form.

VII. PROCEDURE FOR CHANGE OF ADDRESS

a. For Shares held in Physical Form (appended format duly marked as **ANNEXURE – B** can be used)

Please submit the following:-

- 1. a written request for change in address, duly signed by the first holder as per the specimen signature recorded with the Company.
- 2. copy of proof of identity viz. valid Passport or PAN Card or Aadhar Card duly attested by the Bank/ / First Class Magistrate / Gazetted Officer.
- 3. copy of proof of new address viz. Electricity / Telephone (only land line) bill / Bank Account Statement / Passbook [which is not more than 2 months old] duly attested by the Bank/ Notary Public / First Class Magistrate / Gazetted Officer.

b. For Shares held in Electronic Form

Please contact your depository participant, if you are holding share of the Company in demat form.

VIII. PROCEDURE FOR REGISTRATION OF NOMINATION

a. For Shares held in Physical Form

- 1. An Individual holding shares on; their own behalf, singly or jointly can appoint a nominee. Non-individuals including trust, society, partnership firm, HUF, holder of power of attorney cannot nominate. If the shares are held jointly, all joint holders will have to sign the prescribed nomination form SH -13 which is attached herewith as **ANNEXURE – C**.
- 2. A minor can be nominated by a holder of shares and in that event the name and address of the guardian shall be given by the holder.

3. The nominee shall not be a trust, society, body corporate, partnership firm, Karta of Hindu Undivided Family or a power of attorney holder.
4. Nomination stands rescinded upon transfer of share(s).
5. Transfer of shares in favour of a nominee shall be a valid discharge by the Company against the legal heir.
6. Shareholders are requested to send the duly completed form to the Company or RTA.
7. In case the shareholder wishes to revise or cancel a Nomination already registered, the **Form No. SH-14** appended below as **ANNEXURE – D** can be used.

b. For Shares held in Electronic Form

Please contact your depository participant, if you are holding share of the Company in demat form.

IX. NECS MANDATE FOR ELECTRONIC REMITTANCE

a. For Shares held in Physical Form

- i. Please provide mandate request duly signed by all the shareholders.
- ii. Please attach a blank cancelled Cheque or photocopy of a Cheque.

b. For Shares held in Electronic Form

Please contact your depository participant, if you are holding share of the Company in demat form.

X. UNCLAIMED DIVIDEND WARRANTS

1. In case the dividend warrants remaining unpaid are outdated/ stale, and such warrants are in custody of the Shareholder, the Shareholder should make an application to the Company Secretary, for revalidation of the same and forward the application letter alongwith stale/ outdated warrants to the Company/ RTA.
2. Upon receipt of the application and after verification & reconciliation of Bank statement, Company will issue a fresh Demand Draft (DD).
3. The Company can revalidate the Dividend warrants upto 7 years from the date of declaration of Dividend; thereafter they are transferred to the Central Government's Investors Education and Protection Fund (IEPF).

After transfer of unclaimed/ unpaid dividend to the IEPF authority by the Company, Investor can claim the same by submitting form No. IEPF – Form 5 to IEPF authority. The said form can be downloaded from following link:

<http://www.iepf.gov.in/IEPFA/refund.html>

XI. PROCEDURE FOR CHANGE OF NAME

a. For Shares held in Physical Form

For Individuals, consequent to marriage / divorce / attaining majority

- i. Request letter duly signed by the Shareholder.
- ii. Legible copy of the documents mentioned below, in respect of each name change, duly attested by the Bank Notary Public / Bank Manager / First Class Magistrate. Attestation by

Notary Public / First Class Magistrate should mention their name, full address, registration number and affix their seal, Notarial / Court Fee stamps, as applicable. Attestation by Bank Manager should bear the name, full address, Employee Code and official stamp of the bank.

The name on the documents submitted should be the same as that on the securities.

- Marriage- Marriage Certificate / Government Gazette
- Divorce- Divorce Decree
- Attaining Majority-Birth certificate / School Leaving Certificate

iii. Relevant Share certificates.

iv. Self-attested copy of the PAN card / Aadhar of the holder(s).

b. For Bodies Corporates consequent to change in name of the Company

1. Letter duly signed by the authorized signatory/trustee supported by the certified true copy of the documents mentioned below in respect of:

Corporate Body- Certificate of Incorporation along with Memorandum and Articles of Association. The Board Resolution signed by the Company Secretary/Directors on the letter head of the Company empowering the signatories to sign on behalf of the Company along with the specimen signature of the Authorized signatories is also to be submitted.

Trust- Certificate of Registration along with the Trust deed. The Resolution signed by the Secretary/Trustee on the letter head of the Trust empowering the signatories to sign on behalf of the Trust along with the specimen signature of the Authorized signatories is also to be submitted.

2. Relevant Share certificate.
3. Certified true copy of PAN Card of Corporate Body/ Trust/ Society.

In case a change in address is to be noted, the request to this effect should be supported by the certified true copy of Form no.18 filed with the Registrar of Companies for change in the registered office address.

- **For Shares held in Electronic Form**

Please contact your depository participant, if you are holding share of the Company in demat form.

Procedure for issue of Duplicate Share Certificate and forms

FORMALITIES TO BE COMPLIED WITH BY THE SHAREHOLDER(S) FOR OBTAINING DUPLICATE SHARE CERTIFICATE (S).

1. Please immediately send to us an application duly signed by all the holders as per specimen recorded with the company clearly mentioning the date of lost/ misplaced/stolen of certificate/s.
 - The details of lost/misplaced/stolen shares i.e. L. F. No., Name of the holder/s, Certificate No., Distinctive No. of shares and No. of Shares held.
 - Please note that if we do not receive the details of complaint duly signed by all the holders within 15 days of this letter we will treat your complaint as filed and Company/R&T will not be responsible for confirming transfer, if duly executed Transfer Deed with share certificate is received by the Company.
2. An Indemnity Agreement (**Form A**) has to be executed by you along with a Surety of adequate financial means (having a property / Income worth of market value of shares to be issued). We are enclosing herewith specimen of Counter Guarantee (**Form B**) and Surety form (**Form C**) for completion and signature of the person whom you propose as Surety/Guarantor for the purpose of issue of duplicate share certificate. Please note that the surety proposed by you should be either a businessman of repute or a salaried person drawing a monthly salary of Rs.50,000/- and above. We shall not accept surety given by immediate relatives of the shareholders. In support of income of the surety proposed, you must obtain and enclose Salary certificate from his employer or certified photocopy of the latest Assessment order passed by the Income Tax Authorities or Property valuation Report issued by Revenue Authorities or Municipal Authorities.
3. The indemnity Agreement form attached herewith should be stamped with a Special Adhesive Stamp of Rs.500/- before execution or drawn on a Non-Judicial stamp paper of Rs.500/-.
4. If the proposed surety is not having substantial means of income as indicated above, he will not be accepted as a surety and any indemnity signed by him along with registered shareholder will be rejected by the Company.
5. The enclosed questionnaire form (**Form E**), should be duly completed in all respects. Thereafter, an affidavit (**Form D**) has to be sworn before a judicial Magistrate or a Notary Public in our standard form stating that the information furnished by you in the questionnaire form marked “E” is true to your knowledge. The affidavit will attract a Special Adhesive Stamp of Rs.100/-, which should be affixed to the affidavit form before any particulars are filled therein. If special adhesive stamps are not available at your end, the contents may be copied out on a Non-Judicial Stamp paper of Rs.100/- and declared thereafter before a Magistrate / Notary.
6. Please also provide specimen signature (**Form F**) form duly verified by the Bank alongwith name and designation of bank official, phone number and email id etc., who is verifying signature and other details of members.
7. Please provide copy of PAN, Aadhar Card, Address proof of all the **Shareholder(s), Surety/ Guarantor/** duly attested by the Bank Manager where shareholders and Surety is maintaining the account.
8. Please also provide self-certified copy of PAN, Aadhar Card, address proof of all the **witnesses** who are signing on Indemnity Bond/ Affidavit etc.
9. In case you are executing the documents before the Notary Public, please ensure that the Notary should be BEFORE ME and Registered Notary. Please also ensure that such documents are affixed with Notarial Stamp

(Rs.25/- if notarized in Maharashtra as per Article 42 of the Bombay Stamps Act and appropriate Notarial stamps prevalent at other than Maharashtra). Otherwise documents will be treated as invalid and will not be acted upon.

10. Please furnish to us a certified copy of any of the following documents clearly stating particulars of stolen/lost/misplaced shares i.e. date of loss of certificates, L.F. No., Name of the holder(s), Certificate No., Distinctive No. of Shares, No. of Shares, to enable us to record stop transfer instruction and to confiscate the share certificates reported to be stolen/lost/misplaced at your end by you, as and when received for transfer.
 - i) Copy of FIR,
 - ii) Copy of injunction order passed by the Court of Competent jurisdiction
 - iii) Copy of plaint alongwith statement of suit filed and has been accepted the Court and Suit No. has been given which should necessarily mention the date of loss, Distinctive No. and Certificate No., No. of shares, Certificate of loss should be lodged by the registered holders.
11. An advertisement is to be issued by the Company in the newspaper. As per the policy of the company to meet with the cost of advertisement you need to pay Rs.2,500/- by Demand Draft payable at Ahmedabad in favour of the Company.
12. On receipt of all the documents as mentioned above, Company will issue advertisement in the newspaper inviting objection, if any.
 - After lapse of certain period the matter will be placed before the Committee/Board of Director of the Company for their approval for issue of duplicate share certificates.
 - Company will inform to R & T the approval date of the meeting and then certificate will be issued, signed by the company and will be dispatched to the holder by registered post, which will take time.
13. We repeat that
 - i) If we do not receive the details of complaint as mentioned in Para-1 signed by all the holders within 15 days of this letter your complaint will be closed.
 - ii) Further additional documents i.e. FIR, Indemnity Bond, Declaration etc. are not received by the company within 90 days, your complaint for missing/lost/stolen share certificates will be treated as filed and Company/R & T will not be held responsible, if the shares are received for transfer, subsequent to the date of this letter. PAN card copy of person providing Surety.
 - iii) **All the shareholders are requested to sign each and every page of documents submitted to the Company.**

FOR Bigshare Services Private Limited

Authorised Signatory

[TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF Rs. 200/- (Rs. 500 FOR MAHARASHTRA) OR AFFIX SPECIAL ADHESIVE STAMP OF LIKE VALUE IF EXECUTED ON PLAIN PAPER]

FORM A
(Format of Indemnity-cum-Guarantee)

Board of Directors
Symphony Limited
Symphony House,
FP 12, TP 50, Bodakdev,
Off S. G. Highway,
Ahmedabad – 380 059.

Dear Sirs,

INDEMNITY FOR LOSS OF SHARE CERTIFICATE(S) FOR SHARES IN YOUR COMPANY REGISTERED IN THE NAME(S) OF MR/MRS./M/S.UNDER FOLIO NO.....

The original Share Certificate no.(s)_____ relating to _____ shares of Rs. 2/- each of Distinctive Nos. _____ to _____ as aforesaid in your Company of which I/we, am/are, the registered holder(s) having been lost /misplaced and I/We have lodged FIR with the Police.

I/we further state that the certificate(s) lost was/were not accompanied by any blank Transfer Deed(s) signed by me/us and that I/we have not, in any manner disposed off parted with or pledged the said shares or assigned my/our interest therein or any part thereof to any person(s). Further I/we state that neither the IT authorities nor any other concerned statutory authorities have seized any of the above share certificate (s).

I/We, request you to issue to me/us duplicate share certificate(s) for such shares in lieu of original(s) and in consideration thereof, I/we and my/our executors, administrators, successors and representatives do and each of us both hereby undertake jointly and severally and agree with you and the Company to deliver up the said original share certificate(s) to you/Company if the same shall at any time hereafter be recovered and to indemnify and save harmless at all times hereafter you and the said Company and each of you and/or your successors from and against all actions, proceedings, loss, charges, damages, expenses, claims and demands which may be brought or made against you or Directors/Officers or which you or the Company shall or may sustain be put to by reason of your consenting to issue and issuing such duplicate share certificate(s) or in consequence of your permitting at any time hereafter a transfer of the said shares or any of them and the payment of any dividend/Bonus/Right shares etc. which may hereafter be declared thereon and any distributions in a reduction of capital, winding up or otherwise without the production of the original share certificates referred to above or in consequence of any act, deed, matter or thing whatsoever in any manner howsoever relating to issue of duplicate share certificate(s) as aforesaid.

I/ We and name of the Surety Mr. / Mrs. Ms. _____ undertake on demand by the Company to return and re-deliver such duplicate Share Certificate(s) and without such demand to produce and return to the Company the Original Certificate(s) when found or traced and to take all actions, suits and proceedings at our own cost as the Company shall require for the recovery thereof or otherwise in relation to the premises.

Dated this day of, 20....

Signature of all the shareholder(s)

Signature of Surety/Guarantor

1st holder _____ Surety/ Guarantor _____

2nd holder _____

3rd holder _____

Witness – 1

Name: _____

Address: _____

Witness – 2

Name: _____

Address: _____

Identified by Me

Name and Full address of Magistrate/ Notary

Name:

Address:

Phone No.

Registration No.

Notary Register at Book No. Serial No.....

BEFORE ME

[TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF Rs. 100/- (OR AFFIX SPECIAL ADHESIVE STAMP OF LIKE VALUE IF EXECUTED ON PLAIN PAPER)]

"Form B"

COUNTER - GUARANTEE TO THE INDEMNITY BOND

(TO BE EXECUTED BY THE PERSON EXECUTING THE FORM 'C' – PARTICULARS OF GUARANTOR)

I age aboutyears son/daughter/ wife of
.....permanently residing at
.....

concurs in the above request of Mr / Mrs.(Indemnifier) for issue
of duplicate share certificate in lieu of original share certificate nos..... Distinctive nos.
.....covering Equity shares of Symphony Limited and guarantee the performance by the
said Indemnifier on the above undertaking in terms of the Indemnity dated furnished by
the said Indemnifier to Symphony Limited.

In case of failure on the part of the said Mr/Mrs(Indemnifier) to
discharge the performance in terms of the indemnity dated given to Symphony Limited as referred
to above, I hereby bind myself to make good all claims, charges, costs, damages, demands, expenses and losses
which Symphony Limited may sustain/incur or be liable for in consequence of complying with the request of the
said Indemnifier for issue of duplicate Certificates as referred to above and Symphony Limited or any of its
authorized representatives are being hereby authorized to realize all claims, charges, costs, damages, demands,
expenses and losses from my/our persons or my/our heirs or my/our properties as the case may be.

Signature of Witness

Signature *

Full Name & Address:-

Name of Witness

Name of the Guarantor:

Address

Address

Date:

Place:

Identified by Me

BEFORE ME

Name and Full address of Magistrate/ Notary

Name:

Address:

Phone No.

Registration No.

Notary Register at Book No. Serial No.....

FORM 'C'

UNIT: Symphony Limited

Form to be signed by the Surety/Guarantor for the submission of Counter Guarantee to the Indemnity bond:

1. Name of the Surety/Guarantor in full :

2. Permanent Residential address :

3. Age :

4. (a) Name & Address of the Company :
in which the Surety/Guarantor is
employed.

(b) Total salary and other emoluments :
received during the year
(pl. enclose salary certificate from
the employer or Income tax return).

5. Details of immovable property owned

(a) Name of the Property :

(b) Situation :

(c) Value :

(d) Annual rent realized :

(Please specify whether the immovable property
consists of houses / flats or mere lands) (pl. enclose
documentary evidence of the property)

6. (a) Full Name and address of the firm :
where the business is carried on :

(b) Nature and Value of the Business :

(c) Annual turnover :

(d) Annual Profits :

Cont....2

7. Proof of identity (photocopy of PAN and Aadhar Card) self-certified and duly attested by the Bank Manager.

I agree to stand as Surety/Guarantor for _____ and I confirm that I am not his relative.

Place: _____

Date: _____

(Signature of Surety/Guarantor)
(Duly attested by the Magistrate /
Manager of the Bank with name, designation, seal,
phone number and email id)

N.B. Please note that Surety should own property absolutely in his own name and not as a member of a joint and Undivided Hindu Family, or own business absolutely in his own name and not as a partner.

If the Surety proposed is not a salaried employee, copy of the latest Assessment Order passed by Income Tax Authorities should be enclosed with this form.

If the Surety proposed is only Landlord or property owner, Proposed Valuation Report issued by Revenue Authorities / Municipal Authorities should be enclosed with the form.

FORM -D

AFFIDAVIT

**Sp. Adh.
Stamp
of Rs.100**

I / We _____

solemnly affirm and say that what is stated in answer to the questions on the form
annexed hereto and marked "E" is true to my / our knowledge.

Photograph of the shareholder/s

1	2	3

1st holder _____

2nd holder _____

3rd holder _____

Signature (s) of the applicant(s)

Solemnly affirmed at _____ on the _____

Day of _____ 20

Solemnly affirmed before Magistrate/ Notary Public

Form "E"

UNIT: Symphony Limited

Form to be filled in by a person or persons applying for duplicate certificate(s) in respect of shares(s) for which original certificate(s) is/are lost.

1.	Full name (s) of the shareholder (s)	
2.	Number of share(s) held by the share holder(s)	_____ Equity Shares Folio No. _____
3	Number of shares and Distinctive numbers in respect of which certificate(s) is/are lost	No of Shares _____ Distinctive No. _____ Certificate No. _____
4.	When were the share Certificate(s) lost or found to be missing?	
5..	Full statement of the circumstances regarding loss of the share certificate(s)	
6..	Where any signed transfer deed (s) lost with the missing share certificate(s)? If so, give full particulars.	
7..	Were the shares sold, mortgaged, pledged or otherwise disposed of either by the shareholder, applicant or by any other person? If so give full particulars.	
8..	Was a diligent search made for the missing certificate(s)	

9.	If the Board of Directors of the Company is prepared to issue duplicate share certificate(s) is / are the applicant(s) prepared to fulfill the conditions preliminary to the issue of duplicate certificate(s), viz advertisement in one daily English newspaper and one daily vernacular newspaper circulating in Ahmedabad, execution, in Ahmedabad, execution of an indemnity with approved surety or sureties and payment of charges at Re.1/- per duplicate certificate?	
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Date:

Address:

1st holder _____

2nd holder _____

3rd holder _____

Signature (s) of the applicant(s)

N.B. – The delivery to the Company of this form duly filled in shall not in any way affect the company's right to refuse the application altogether or to insist on the fulfillment of additional conditions to those stated in column 9 above before granting the application.

"FORM – F"

TO WHOM SO EVER IT MAY CONCERN

Date _____

Unit: Symphony Limited

Sirs,

Sub: Specimen Signature(s)

We request you to record our latest signature(s) for all future references.

Folio No.:

No.	Name of Shareholder(s)	Father's/ Husband's Name	Specimen Signature	Photo
1				
2				
3				

Address:
.....

Bank Account No.

Attested by

Name: _____

Signature _____

Address of the Bank Manager

Code No. _____

Phone: _____

Email id: _____

Seal/ Rubber
stamp of the
Bank)

DRAFT LETTER TO SURETY

To,

Dear Sir,

Sub.: Issue of duplicate share certificate against Indemnity Bond/Counter Guarantee executed by _____

We are in receipt of an Indemnity Bond/ Counter Guarantee dated executed by Mr./ Mrs. Ms. for issue of duplicate share certificate for shares held by him/her in the company bearing distinction Nos - to

Since you have signed the Indemnity Bond/Counter Guarantee as one of the Surety(ies)/ Guarantor, kindly intimate us your comments in writing within 15 days from the date of this letter, as otherwise, we will proceed into the matter of issue of Duplicate share Certificate, presuming your consent to the subject matter.

Thanking you,

Yours faithfully,
For **Bigshare Services Private Limited**

Authorised signatories

Encl.: Copy of Indemnity / Counter Guarantee executed by Surety

ANNEXURE – B

FORM OF REQUEST FOR CHANGE OF ADDRESS

for Physical mode shareholders only Sole/First named shareholder can apply for change of address

RTA Name Bigshare Services Private Limited

Folio No. _____

I am shareholder of the company	SYMPHONY LIMITED
---------------------------------	-------------------------

I request you to effect change of my address in your records as follows:

My old address as appearing in the Company's record	My current address to be recorded

I am enclosing the following document towards proof of my identification and current address:
(Please tick the appropriate boxes and attach the relevant documents to this form)

☐ Passport ☐ Election Card ☐ Driving License ☐ Aadhar Card

Note AT least 2 of the above documents must be submitted one of which must contain your signature thereon. The documents submitted must be duly signed with banker's attestation thereon.

I am also providing below my current bank particulars for your records (requested only if bank were not furnished to the company earliest or there is any change)

Name of the Bank _____
MICR No _____ IFSC code _____
Bank Account Number _____
Address of the Bank _____

Note a bank cancelled Cheque leaf pertaining to the given bank account with your name appearing thereon must be submitted for verification.

Tel/Mobile No. _____ Email ID _____

Date _____ Signature _____ 1st holder _____

2nd holder _____

3rd holder _____

Note:

1. Change of address will be effected only on receipt of the form duly completed along with all request all Requisite documents are mentioned above incomplete form/form with insufficient documents will be not be acted upon and the same will be returned.
2. The signature of the shareholder as appearing on the form must match with his/her specimen signature on record with the company.

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]

To
Symphony Limited
Ahmedabad

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.

(2) PARTICULARS OF NOMINEE/S —

- (a) Name:
- (b) Date of Birth:
- (c) Father's/Mother's/Spouse's name:
- (d) Occupation: (e)
- Nationality:
- (f) Address:
- (g) E-mail id:
- (h) Relationship with the security holder:

(3) IN CASE NOMINEE IS A MINOR—

- (a) Date of birth:
- (b) Date of attaining majority
- (c) Name of guardian:
- (d) Address of guardian:

Name of the Security Holder (s)

Signature

Witness with name and address

ANNEXURE – D

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]

Name 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.

(2) (a) PARTICULARS OF THE NEW NOMINEE:

- i. Name:
- ii. Date of Birth:
- iii. Father's/Mother's/Spouse's name:
- iv. Nationality:
- v. Address:
- vi. E-mail id:

vii. Relationship with the Security holder:

(b) IN CASE NEW NOMINEE IS A MINOR--

- i. Date of Birth:
- ii. Date of attaining majority
- iii. Name of guardian:
- iv. Address of guardian

Signature

Name of the Security Holder (s)

Witness with name and address