**Schedule 2**

**Format of application for transmission / transposition / name change / name deletion**

To

Link Intime (India) Private Limited

Unit: The Anup Engineering Limited

5th Floor, 506 to 508 Amarnath Business Centre - I (ABC - I),

Beside Gala Business Centre, Nr. St. Xavier's College Corner

Off C G Road, Navarangpura, Ahmedabad – 380009

Dear Sir/Madam,

**Subject: Application for transfer of Shares from Escrow Account towards Bonus Allotment to the demat account of the shareholder pursuant to transmission/transposition/name change/name deletion**

Reference to the captioned subject and in addition to details and documents in Schedule 1, we request the Company to make the following change in its record/s:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | First holder | Second holder | Third holder |
| Name |  |  |  |  |
| PAN  |  |  |  |  |
| Address of 1st holder |  |  |
| Shares held as on Record Date, 23.04.2024  |  | No of shares |  |
| Folio no.  |  |
| Certificate number |  |
| No. of shares claimed towards Bonus Allotment  |  |  |
| DP ID and Client ID of Shareholders Demat account  |  |  |
| Mobile no. of 1st holder |  |  |
| Email ID of 1st holder |  |  |

The following mandatory documents as evidence are required to be submitted by the shareholder:

1. Self-attested photocopy of the share certificate issued In case the shareholder is not in possession of the original share certificate, kindly comply with the procedure for issuance of duplicate share certificate as per SEBI guidelines. In case of transmission request, the self-attested copy of PAN card of all the Applicants to whom the shares are to be transmitted would be required. Kindly note that the PAN shall be valid only if it is linked to Aadhaar In order to know the status of your PAN Linked to Aadhaar, you may check on this link: <https://www.incometax.gov.in/iec/foportal>
2. Self-attested copy of Client Master List of the demat account. (In case of joint holding, the demat account should be in the same sequence as the names appear in the share certificate of SIL)
3. Banker verification form duly attested by the bank manager along with the original cancelled cheque leaf. The attestation should contain the employee code of the person attesting the signature as well as the bank seal.
4. Self-attested copy of Valid Passport/ Registered Lease or Sale Agreement of Residence/ Driving License/Flat Maintenance Bill or Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old. 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 as proof of residence.

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| **A.**

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 | **IN CASE OF TRANSMISSION ON ACCOUNT OF DEATH OF SOLE OR ALL SHAREHOLDERS:** |
| Please transmit the shares in my / our favour and make necessary entries in the Register of Members. I/We am/are the (Nominee / Legal heir(s) / Successors / Executor(s) of the Will OR Administrators of the Estate of the deceased. Following documents are required to be submitted in addition to the mandatory documents listed above to process the request:1. Certified copy of death certificate of the shareholder.
2. Duly attested/Notarised photocopy of Court certified copy of the Probate of the Will /Succession Certificate.
3. In alternative to (3) above, Indemnity Bond / Surety form alongwith Affidavit duly attested and affirmed by Notary on Non-Judicial Stamp Paper.
4. No Objection Certificate from each legal heirs (Those who do not want to claim the shares).
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| **B.**

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 | **IN CASE OF TRANSPOSITION OF NAME:** |
| Kindly transpose the names of the shareholders in the Register of Members in the following order:

|  |  |  |
| --- | --- | --- |
|  | Old Sequence | New Sequence |
| 1st holder |  |  |
| 2nd holder |  |  |
| 3rd holder |  |  |

Kindly submit the mandatory documents listed out above to process the request. |
| **C.**

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 | **IN CASE OF CHANGE IN THE NAME OF THE SHAREHOLDER IN THE RECORDS:** |
| Kindly record change of name of the shareholder in the Register of Members as under:

|  |  |  |
| --- | --- | --- |
|  | Old name | New Name |
| 1st holder |  |  |
| 2nd holder |  |  |
| 3rd holder |  |  |

Following documents are required to be submitted in addition to the mandatory documents listed out above in order to process the request:1. In case of change of name due to marriage, please attach a notarised copy of the marriage certificate.
2. In case of major change in name then notarised copy of Gazette for name change is mandatory.
3. Also, if there is change in signature with the name change, then we request you to kindly furnish a banker verification form duly attested by the bank manager, where shareholder has an account, identifying the shareholder and signature along with original cancelled cheque leaf of the same bank.
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| **D.**

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 | **INCASE OF DELETION OF NAME RECORDING DEATH OF SHAREHOLDER:** |
| Please delete the name of Mr / Mrs. \_\_\_\_\_\_\_\_\_ from the register of Members since s/he expired on \_\_\_\_\_\_\_\_. Following document is required to be submitted in addition to the mandatory documents listed out above to process the request:* Certified Copy of death certificate.
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We hereby request company to credit our above-mentioned shares directly into my/our demat account. We attach herewith documents as required for your records.

Self-Declaration: I/We declare that I/We are bonafide and genuine claimant(s) and entitled in law to receive the aforesaid number of shares of the Company. In the event my/our claim to the shares is found false, frivolous, fraudulent or vexatious in the future, the Company is entitled to claim among other things compensation and damages for sums of monies it considers appropriate at its sole discretion from me/us. I/We clearly understand that making a false claim is a criminal offence resulting into prosecution and penal action against me/us. I/We further understand that receipt of shares on the basis of false and fabricated documents and misrepresentation will entail civil and/or criminal proceeding against me/us from the Company. I/We are bound by our statements for ever, made in different documents submitted in respect of my/our subject claim for shares.

I / We hereby declare that upon the Company transferring the above quantity of shares held by me/us, I/We the undersigned applicant(s) hereunder for myself/ourselves, my/our heirs, executors, administrators and assigns do hereby jointly and severally covenant with the Company, its successors and assigns and agree and undertake at all times save, defend and to indemnify and keep indemnified the Company, its successors and assigns its estate and effects, and its directors, manager, secretary and shareholders and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said shares or dividends or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner howsoever.

Signature of 1st Shareholder:

Signature of 2nd Shareholder:

Signature of 3rd Shareholder:

**General Instructions for filing up the forms in addition to providing documents as set out against respective requests:-**

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| **Sr. No.** | **Instructions**  |
| 1 | Submission of the duly filled form and requisite attachments are mandatory. Please annex all the documents as required along with application to avoid delay in processing your request. |
| 2 | The Applicants should fill the form in the order in which their names appear in the original share certificate of The Anup Engineering Limited. |
| 3 | In case of joint holding, the form has to be signed by all the joint holders. |
| 4 | If the applicant is/are illiterate, his/her/their thumb impression must be attested by a Magistrate or Notary Public under the seal of his office. |
| 5 | Kindly note furnishing mere photo copies of the documents mentioned above will not be accepted. |