

# FAQs for Shareholders

## **1. Who is the Company's RTAs?**

M/s C B Management Services (P) Limited  
(Contact person: Mr. Subhabrata Biswas / Mr. Rana Roychowdhury)  
P-22, Bondel Road, Kolkata - 700019  
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Phone Nos.: +91 3340116724/15  
Fax No.: +91 33 40116739  
Website: [www.cbmsl.com](http://www.cbmsl.com)

## **2. What does the RTA do?**

The Registrars carry out share administration for the Company. In case your shareholding is in physical form, for any enquiry that you have regarding your shareholding or wish to have your details updated on account of change in name, address, bank details etc. you can contact the RTA for the same. You may also contact the Company at its registered email id: [consumerfeedback@bergerindia.com](mailto:consumerfeedback@bergerindia.com).

## **3. How do I notify my Change in address?**

If you are holding shares in Physical Form and have changed your Address, you need to send a request to the RTA, duly signed by the registered holder (all the holder in case of joint holding) enclosing the following self-attested documents: -

- Proof of Old Address
- Proof of New Address
- Copy of your PAN card

Shareholder(s) holding shares in Dematerialized form are requested to directly contact their respective DP (Depository Participant) and intimate the DP about the change.

## **4. I have lost my share certificates or my share certificates are torn/ mutilated- what do I do?**

If your holding is in physical form and your share certificates are lost or stolen, you need to intimate the RTA immediately about the loss/ theft.

Send the FIR/ Acknowledged copy of Police Complaint lodged with the local police station for the loss of the shares to the RTA applying for issuance of duplicate share certificates, the RTA will then advise accordingly.

For torn / mutilated share certificate, please write to RTA along with torn / mutilated share certificate and self attested copy of PAN Card. RTA will advise accordingly.

## **5. How do I avail Nomination facility?**

To help your legal heirs/ successors get the shares transmitted in their favour, it is always advisable that you nominate any person to whom your securities shall vest in the event of death.

If you wish to avail the Nomination Facility in case of shares held in physical form, you need to send to the RTA: -

- Self-attested copy of your PAN card
- Form SH-13, in duplicate

For cancellation of a nomination, you need to send to the RTA: -

- Self-attested copy of your PAN card
- Form SH-14, in duplicate

Shareholder(s) holding shares in dematerialized form are requested to register their nomination directly with their respective DP (Depository Participant).

#### **6. How can I receive my Dividend directly in my bank account?**

If you wish to receive your Dividend as direct credit into your Bank Account, you need to send to the Company, a Bank Mandate which covers: -

- Self-attested copy of your PAN card
- Bank Account No.
- Type of Account
- Name of Bank and Branch
- 9 Digit MICR Bank / Branch Code
- IFSC Code
- Cancelled Cheque leaf

Shareholder(s) holding shares in dematerialized form are requested to register their Bank Mandates directly with their respective DP (Depository Participant).

Non receipt of Dividend

If you have not received your Dividend in respect of any of the previous 7 (seven) financial years, you need to send us: -

- Self-attested copy of your PAN card
- Letter of Undertaking, on a plain paper, duly signed by the registered shareholder (first named holder in case of joint holding).

#### **7. How can an investor receive his/ her unclaimed dividends and shares?**

Under Section 124 of the Companies Act 2013 read with IEPFA (Accounting, Audit, Transfer and Refund) Rules, 2016 as amended, the value of unclaimed / unpaid dividend warrants and all shares in respect of which dividend has not been paid or claimed for seven consecutive years or more shall be transferred to the "Investors Education and Protection Fund" after 7 years from the date when they fall due. Members who have not encashed the dividend warrants for the period 2015-2016 may approach the Company's RTA for obtaining fresh ones. The unclaimed dividends for the period upto FY 2014-2015 have been transferred to the Investors Education and Protection Fund as required under section 124 of the Act read with IEPFA (Accounting, Audit, Transfer and Refund) Rules, 2016.

Please refer to the following Company's website link:

<https://www.bergerpaints.com/investors/investor-services.html> for further details.

#### **8. I wish to receive communications electronically. What do I do?**

The Company sends electronic communication to all shareholders whose e-mail ids are available. In case you wish to receive annual reports, notice of general meetings, other shareholder

communications in the electronic mode, you need to update your email address by writing to the RTA or to the Company.

Shareholder(s) holding shares in Dematerialized form are requested to register their Email address directly with their respective DP (Depository Participant).

#### **9. Where can I get the latest copy of Berger Paints Annual Report?**

You can download the latest copy of the Annual Report from Investor section present in the Company's website or you can click on the link (<https://www.bergerpaints.com/investors/annual-reports.html>) to download the Annual Report.

#### **10. Other useful information**

##### **Requirement of PAN**

Investors are requested to furnish the self-attested copy of PAN card, at the time of sending the physical share certificate(s) to the RTA/ Company, for effecting any of the following requests.

- deletion of name of deceased shareholder(s) where shares are held jointly in the name of two or more shareholders;
- transmission of shares to the legal heirs where shares are held solely in the name of deceased shareholder; and
- Transposition of shares where order of names of shareholders are to be changed in the physical shares held jointly by two or more shareholders.
- Shareholders are also requested to keep record of their specimen signature before lodgement of shares with the Company to avoid probability of signature mismatch at a later date.

##### **Consolidation of Multiple Folios:**

Shareholder(s) of the Company who have multiple accounts in identical name(s) or holding more than one Share Certificate in the same name under different Ledger Folio(s) are requested to apply for consolidation of such Folio(s) and send the relevant Share Certificates to the RTA/Company.

##### **Quote your Folio No. / DP ID No.:**

In all your correspondence, Shareholders / Beneficial Owners are requested to quote their Folio Nos. / DP ID Client ID No., as the case may be, to help us serve you better and faster.