

DEWAN HOUSING FINANCE CORPORATION LTD.

SHAREHOLDERS INFORMATION

1 At a Glance

- The Company identity number (CIN) is **L65910MH1984PLC032639** and it has about 26,608 (Twenty Six thousand six Hundred and eight) shareholders as on 14th February, 2014.
- The face value of Equity share of the Company is ₹ 10/-each.
- M/s. **Link Intime India Private Ltd.** C-13, Pannalal Silk Mills Compound, L.B.S. Marg, Bhandup (W), Mumbai-400078, Phone: 022-25946970-78, Fax: 022-25946969 is the Registrars and Share Transfer Agent [RTA] for equity shares of the Company.
- M/s. **System Support Services**, 209 Shivam Industrial Estate, Andheri – Kurla Road, Sakina, Andheri (East), Mumbai 400 072, Tel. No. 28500835, Fax No. 28501438 is the Registrars and Share Transfer Agent for debentures of the Company.
- Presently the Company's equity shares are listed on the National Stock Exchange [NSE Symbol – DHFL] and the Bombay Stock Exchange Limited [BSE Scrip Code – 511072] under International Security Identification Number (ISIN) – INE-202B01012
- The Company's debentures are listed on the Wholesale Debt Market segment of the NSE.

2. Investor Service and Grievance Handling Mechanism.

- All the share related matters such as share transfers, transmission, dividend, change of name/address/demat/remat request, issue of duplicate share certificate etc., are being handled by M/s. **Link Intime India Private Ltd.**, Mumbai- 400 078, the Registrars & Share Transfer Agents of the Company.
- The Board of Directors of the Company has constituted a Shareholder's /Investors' Grievance Committee which monitors all the shareholder's complaints received and actions taken for redressal of grievances of the Shareholders/Investors.
- The Company Secretary is nominated as Compliance Officer of the Company and is responsible for redressal of the shareholders/Investors grievances.
- As per amended Clause No.47 (f) of the Listing Agreement, the Company has designated an e-mail ID "secretarial@dhfl.com" for registering the complaints by Shareholders/Investors.

3 Transfer/Transmission/Transposition/Duplicate certificate etc.

3.1 Transfer of Shares:-

- For transfer of shares the transferee(s) need to send the share certificate/s along with duly executed transfer deed to the Company's RTA for registering transfer and endorsement on the Share certificate.
- As per SEBI Circular No.MRD/DoP/Cir-05/2009 dated 20-05-2009, it is mandatory for the transferee(s) to furnish a copy of his/her PAN Card to the Company/RTA's for registration of transfer of shares in physical form.

- At present stamp duty on transfer of shares in physical form is at the rate of 25 paise for every ₹ 100 or part thereof of the market value of the shares prevailing on the date of execution of transfer deed.

3.2 Transmission of shares:

- In case of death of one of the joint share holders, the surviving joint shareholder(s) will have to submit a request letter supported by an attested copy of death certificate of the deceased shareholder along with the original share certificate(s) to the Company's RTA for deletion of name of the deceased from its records and for necessary endorsement.
- In case death of a shareholder holding shares in his sole name, then the legal heir(s) should obtain a legal document(s) such as probate of will/succession certificate or letter of administration and submit to the Company's RTA along with the share certificate in original, attested copy of death certificate, a copy of PAN and prescribed forms duly executed as per instructions.
- In case the deceased shareholder left a will, then the legal heir(s) will have to get the will probated by a Court of competent jurisdiction and then send to the Company's RTA along with the share certificate in original/attested copy of death certificate/PAN Card/transmission request form for effecting the transmission.

3.3 Transposition of name:

- Shareholders holding shares in joint names may change order of name in the share certificate. A request letter duly signed by all the joint holders along with a copy of PAN Card may be sent to the Company's RTA for change in order of names.
- Transposition of shares would be done of the entire holding in any one folio. Part transposition is allowed only through execution of transfer deed. Such request has to be submitted duly signed by all shareholders and submitted along with all the original share certificates.

3.4 Issue of duplicate share certificates:

- In case of loss/misplace of share certificate(s) the shareholder must inform the Company's RTA immediately, quoting their folio no. details of shares along with a copy of FIR Registered for loss of share certificate.
- The RTA shall immediately mark a "Stop Transfer" tag on the folio to prevent any fraudulent transfer of shares.
- For issue of duplicate share certificate the shareholder should make an application and submit an Affidavit, Indemnity bond Surety Form and a copy of FIR lodged with the police station. Corporate shareholders must furnish a copy of Memorandum of association and certified copy of Board resolution in addition to above documents.

3.5 Splitting of share certificate:

- The shareholders may write to the Company's RTA requesting for splitting of shares into lesser denomination and submit the original share certificate long with the request letter.

3.6 Change of address:

- The shareholders holding shares in physical form may send a request letter duly

signed by the entire joint holder to the Company's RTA giving the new address with pin code and also to furnish proof of address such as a copy of PAN Card and Passport/Latest Telephone or Electricity bill etc., duly attested by a Gazetee officer/Notary public.

- The shareholder holding shares in electronic mode shall approach to their concerned Depository Participant [DP] for updating the change in address.

3.7 Change of name:

The shareholders may request the Company's RTA for effecting change of name in the share certificate(s) and in the records of the Company and submit supporting documents such as marriage certificate/court order etc., along with original share certificate for endorsement.

4 Uncashed /unclaimed Dividend

- The shareholder may write to Company's RTA quoting the Folio No./DP ID & Client ID No. in case of non receipt of dividend warrant for particular year/period.
- No claim for payment of dividend will be entertained in respect of dividends which have remained unpaid/unclaimed for a period of 7 years from the date of transfer to special account and subsequently transferred to Investor Education and Protection Fund (IEPF) constituted by the Central Government.

5. Dividend payment through NECS

Shareholders who wish to avail NESC facility must submit NECS request form to the RTA.

6. Nomination facility

- Individual shareholder holding shares in physical form can avail the nomination facility by submitting in the prescribed format to the Company's RTA and if the shares are held in demat mode, then nomination has to be registered with concerned DP.
- The nominee is required to apply to the Company's RTA by reporting death of shareholder and by submitting an attested copy of the death certificate.
- Nomination **Form No. SH. 13** is annexed herewith.

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,
Dewan Housing Finance Corporation Limited
Warden House, 2nd Floor,
Sir P. M. Road, Fort,
Mumbai - 400 001.

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 Security	Folio No.	No. of Securities	Certificate No.	Distinctive No.

2. Particular of Nominee/s -

Name:	
Date of Birth:	
Father's/Mother's/Spouse's name:	
Occupation:	
Nationality:	
Address:	
E-mail id:	
Relationship with the security holder:	

3. In Case Nominee is a Minor -

Date of birth:	
Date of attaining majority	
Name of guardian:	
Address of guardian:	
Name:	
Address:	

Name of the Security Holder

Witness with Name and Address:

Signature

Instructions:

1. The Nomination can be made by individuals only holding Shares on their own behalf singly or jointly. Non-individuals including society, trust, body corporate, partnership firm, Karta of Hindu Undivided Family, power of attorney holder cannot nominate. If the Shares are held jointly, all joint holders are required to sign the Nomination Form. Space is provided as a specimen, if there are more joint holders more sheets can be added for signatures of holders of Shares and witnesses.
2. A minor can be nominated by a holder of Shares and in that event, the name, address and signature of the guardian shall be given by the holder.
3. The nominee shall not be a society, trust, body corporate, partnership firm, Karta of Hindu Undivided Family or a power of attorney holder. A non-resident Indian can be a nominee on repatriable basis.
4. Nomination stands rescinded upon transfer of Shares.
5. Transfer of Shares in favour of a nominee shall be a valid discharge by the Company against the legal heir.
6. The Nomination Form shall be filed in duplicate with the Investor Service Centre of the Company, which will return one copy thereof to the Shareholder.

FOR OFFICE USE ONLY

Nomination Registration Number
Date of Registration
Checked by (Name and Signature)