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#infinitepossibilities



**SKIPPER**  
Limited

**INVESTOR**

**FAQs**

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## **INVESTOR FAQs**

### **BASIC INFORMATION ABOUT THE COMPANY**

#### **Q.1 When and Where was the Company incorporated?**

**Ans.** The Company was incorporated in the year 1981 as Skipper Investments Limited in Kolkata, West Bengal. Thereafter the Company's name was changed to Skipper Steels Limited in the year 1984 and to Skipper Limited in the year 2009.

#### **Q.2 What is the Corporate Identification Number (CIN) of the Company?**

**Ans.** The CIN of the Company is **L40104WB1981PLC033408**.

#### **Q.3 Where is the registered office of the Company situated?**

**Ans.** The registered office of the Company is situated at 3A, Loudon Street, Kolkata- 700017, West Bengal, India. For further assistance, refer to the details as mentioned below:

Ph.- +91 33 2289 5731/32

Fax- +91 33 2289 5733

Website- [www.skipperlimited.com](http://www.skipperlimited.com)

E-mail- [investor.relations@skipperlimited.com](mailto:investor.relations@skipperlimited.com)

#### **Q.4 Where are the manufacturing plants of the Company located?**

**Ans.** Details of Manufacturing locations of the Company are mentioned below:

**1. Uluberia Unit**

NH6, Madhabpur,

Post: Uluberia Howrah – 711303

**2. Jangalpur (Unit 1 & Unit BCTL)**

Jalan Complex, NH6 (Bombay Road),

Village: Jangalpur, Post: Andul Mouri,  
Howrah – 711302

**3. Guwahati Works (Unit 1 & Unit 2)**

Mouza Chayani, Village - Parlley, Revenue Circle,  
Palashbari, Kamrup Rural Assam – 781128

**4. Transmission Line Testing Station**

Village & P.O- Barunda, P.S- Bagnan, District-  
Howrah, West Bengal

#### **Q.5 What is the business of the Company?**

**Ans.** Skipper Limited is one of the world's leading manufacturers for Transmission & Distribution Structures (Towers & Poles) and a leading and respected brand in the Polymer segment as well as trusted partner for executing Infrastructure EPC projects. Skipper's diversified portfolio includes:

- ❖ **Engineering Products:** Power transmission towers, Transmission line monopoles, Light & Distribution Poles, Mild steel & high tensile angles, Fasteners & tower accessories, Railway electrification structures, Telecom Towers, etc.
- ❖ **Polymer Products:** UPVC Pipes & Fittings, CPVC Pipes & Fittings, SWR Pipes & Fittings, Borewell Pipes, Agriculture Rigid Pipes & Fitting, Underground Drainage Pipes, HDPE Pipes, CPVC & UPVC Solvent cement, Cisterns, Seat Covers, Bath Fittings & Accessories and CP Fittings etc.
- ❖ **Infrastructure Projects:** Transmission Line EPC including tower design, tower testing, manufacturing and onsite construction, Railway EPC and Underground Utility Laying by Horizontal Directional Drilling.

**Q.6 Inform about the global presence of the Company.**

**Ans.** The Company has Pan India market presence and also exports its product to several international geographies which includes Africa, Australia, Middle East, South & South East Asia, America and Europe. Details of the same can be accessed at: <https://www.skipperlimited.com/contact-us/global-presence.aspx>

**Q.7 What type of securities has been issued by the Company?**

**Ans.** The Company has issued only equity shares of face value of ₹ 1 each. The Company has not issued any other securities including Global Depository Receipts (GDR)/American Depository Receipts (ADR)/Warrants or any other convertible instruments.

**Q.8 In which stock exchanges are the Company's shares listed?**

**Ans.** The equity shares of the Company are listed on the following stock exchanges:

Name of Stock exchanges	Date of Listing on stock exchanges	Scrip Code/Symbol	ISIN Number
BSE Limited (BSE)	18th July, 2014	538562	INE439E01022
National Stock Exchange of India Limited (NSE)	27th May, 2015	SKIPPER	

**Q.9 Does the Company have any subsidiaries or associates or joint ventures?**

**Ans.** The Company does not have any subsidiaries or associate companies. However, during the F.Y. 2018-19, the Company had made investment in "Skipper-Metzer India LLP", a Limited Liability Partnership which was duly incorporated on 9<sup>th</sup> March, 2018. The LLP has been classified as a Joint Venture under Indian Accounting Standards (Ind AS) and is engaged in the business of manufacturing of drip irrigation systems. The Company is currently holding 50% partnership interest in this LLP. Further, the financial details of the Skipper-Metzer India LLP is also available on the website of the Company and can be accessed at: <https://www.skipperlimited.com/investor-relations/Accounts%20of%20Joint%20Venture.aspx>

**Q.10 What is composition of the Board of Directors and Committee structure of the Company?**

**Ans.** The Company presently has 10 directors on Board comprising of 5 Executive directors, namely, Sri Sajan Kumar Bansal, Sri Sharan Bansal, Sri Devesh Bansal, Sri Siddharth Bansal and Sri Yash Pall Jain and 5 Independent directors including a woman director, namely, Sri Amit Kiran Deb, Sri Joginder Pal Dua, Sri Ashok Bhandari, Sri Pramod Kumar Shah and Smt. Mamta Binani. Detailed profile of the Directors can be accessed on the website at: <https://www.skipperlimited.com/about-us/senior-management.aspx>.

The requisite information with respect to Committees of the Board is available at: <https://repository.skipperlimited.com/investor-relations/pdf/board-committee-structure-9sep21.pdf>.

**Q.11 When does the Company's financial year commences and ends?**

**Ans.** The Financial Year (F.Y.) of the Company commences from 1<sup>st</sup> April and ends on 31<sup>st</sup> March each year.

**Q.12 What is the employee strength of the Company?**

**Ans.** The total employee strength of the Company as on 31st March 2021 is 2207.

**Q.13 What are the Credit Ratings assigned to the Company?**

**Ans.** Credit Ratings of the Company as on 31.03.2021 is as follows:

Sl. No.	Name of the Credit Rating Agency	Facilities	Ratings
1.	Acuité Ratings & Research Limited (Acuité)	Long Term Instruments/Bank Facilities	ACUITE A-/ Stable
		Short Term Instruments/ Bank Facilities	ACUITE A2+

**Q.14 How can the financial documents of the Company be accessed?**

**Ans.** Skipper's latest Earnings Press Release, Investor Presentation and Financial Results can be downloaded from the "Investor Relations" section at the Company's website.

**Q.15 Where can the Annual Reports of the Company be accessed from?**

**Ans.** Annual Reports of the current year as well as of the previous years is available on the Company's website, and can be accessed at <https://www.skipperlimited.com/investor-relations/annual-reports.aspx>.

**Q.16 Who are the Auditors of the Company?**

**Ans.** The details of the Auditors are mentioned below:

Sl. No.	Name of Auditor	Type of Auditor	Contact Details
1.	M/s. Singhi & Co.	Statutory Auditor	Address- 161, Sarat Bose Road, Kolkata-700026 Contact No- 033 2419 6000/01/02
2.	M/s. MKB & Associates	Secretarial Auditor	Address- Shantiniketan Building, 8 Camac Street, 5 <sup>th</sup> Floor, Room No. 211, Kolkata-700017 Contact No- 033 4602 3133/34
3.	M/s. R. Kothari & Co. LLP	Internal Auditor	Address- 16A, Shakespeare Sarani, Kolkata- 700071 Contact No- 033 2282 6776/6809/6807
4.	M/s. AB & Co.	Cost Auditor	Address- Ananda Niketan Apartment, Palpara Road, Chandannagar, Hooghly- 712136

**Q.17 Where can I find out more about Skipper's business practises and social responsibility measures?**

**Ans.** The details of the Corporate Social Responsibility measures adopted by the Company are available in detail in the Company's Annual Report and can also be accessed at the Company's website at <https://www.skipperlimited.com/about-us/sustainability.aspx>.

Further the Business Responsibility Report of the Company can be accessed at <https://www.skipperlimited.com/Media/Business-Responsibility-Report.pdf>.



**Q.18 Kindly provide the details of the authorized personnel for determination of materiality of any event/information.**

- Ans.**
1. Sri Sajan Kumar Bansal- Managing Director
  2. Sri Sharan Bansal- Whole-Time Director
  3. Sri Manish Agarwal- Company Secretary and Compliance Officer

Contact details of the aforesaid individuals can be accessed at <https://repository.skipperlimited.com/investor-relations/pdf/ListofKMPformakingmaterialdisclosure6may21.pdf>.

**Q.19 Where can I obtain details about the Company's shareholders?**

- Ans.** The shareholding pattern of the Company can be accessed at <https://www.skipperlimited.com/investor-relations/shareholding-pattern.aspx>.

**Q.20 Where can I find the Codes and Policies of the Company?**

- Ans.** The Codes and Policies of the Company can be downloaded from the "Investor Relations" section at the Company's website.

**Q.21 Where can I obtain information on the work culture/employment at Skipper?**

- Ans.** Please visit the "Careers" section on the website of the Company at [www.skipperlimited.com](http://www.skipperlimited.com).

**Q.22 What awards and accolades are received by the Company?**

- Ans.** Details of the various awards and certificates as received by the Company are available on the Company's website at <https://www.skipperlimited.com/Media/awards-and-certificates.aspx>.

**Q.23 Does the Company have any quiet/silent period?**

- Ans.** The Company has a "silent period" of 15 days prior to release of its financial results every quarter. During this period, no representatives of the Company will meet with any analysts and investors to discuss information which is not in the public domain. During the silent period, the Company will continue to issue press releases and communicate with the media regarding its business, products or operations, including releases or communications on historical financial information.

**Q.24 Whom should I contact in case of non-receipt of dividend, bonus etc.?**

- Ans.** Since dividend, bonus and other corporate benefits are declared/issued by the Company, you need to contact the Company/its Registrar quoting your beneficiary account number i.e. Client ID and DP ID/ Folio No.

**Q.25 How can I get my e-mail Id registered for receiving Annual Reports and other communications from the Company?**

- Ans.** Members holding shares in physical mode who have not yet registered/updated their email address are requested to register the same on MDPL's online portal <http://mdpl.in/form/email-update> by following the instructions mentioned therein.

Members holding shares in demat mode should update their email addresses directly with their respective Depository Participants.

## INVESTOR GRIEVANCE REDRESSAL

### Q.26 Whom to contact for resolving any investor grievance?

**Ans.** Details of contact person in case of any investor grievance is provided below:

Mr. Manish Agarwal / Ms. Sanu Agarwal  
Skipper Limited  
3A Loudon Street, Kolkata-700017  
Ph. 033 2289 2327/5731  
Email: [investor.relations@skipperlimited.com](mailto:investor.relations@skipperlimited.com)

### Q.27 Kindly provide the contact details of Registrar and share transfer agent of the Company.

**Ans.** Registrar & Share transfer agent:  
Maheshwari Datamatics Private Limited  
23, R N Mukherjee Road, 5th Floor  
Kolkata - 700001  
Ph. 033 2248 2248 / 2243 5029  
Fax 033 2248 4787  
Email: [mdpldc@yahoo.com](mailto:mdpldc@yahoo.com)  
Website: <http://www.mdpl.in/>

## DIVIDEND FACTS

### Q.28 How does the Company pay dividend?

**Ans.** The dividend to be paid is first proposed by the Board of Directors of the Company and then approved by the shareholders in the Annual General Meeting (AGM). If the dividend is approved in the AGM by the shareholders, then it is paid within 30 days of the AGM. The dividend distribution policy formulated to regulate the process of dividend declaration and pay-out by Company can be accessed at: <https://repository.skipperlimited.com/investor-relations/pdf/dividend.pdf>

### Q.29 What is the dividend paid out per share by the Company during the last seven years?

**Ans.** The dividend paid out per share during the last seven years is presented below:

Financial Year	Percentage (%)	Dividend per share (₹)
2013-14	15	0.15
2014-15	130	1.30
2015-16	140	1.40
2016-17	155	1.55
2017-18	165	1.65
2018-19	25	0.25
2019-20	10	0.10

**Q.30 Is the Company required to deduct taxes at source (TDS) on dividend paid to the shareholders?**

**Ans.** Yes, in accordance with the provisions of the Income Tax Act, 1961 as amended and read with the provisions of the Finance Act, 2020, with effect from 1st April, 2020, the Company is required to apply withholding tax/ deduct taxes at source (TDS) at the prescribed rates on the dividend paid to its shareholders. The withholding tax rate would vary depending on the residential status of the shareholder and the documents submitted by them and as acceptable to the Company. Shareholders will be able to see the credit of TDS in Form 26AS, which can be downloaded from their e-filing account at: <https://incometaxindiaefiling.gov.in>. A communication on TDS on dividend distribution is available on the Company's website at <https://www.skipperlimited.com/Media/TDS-Letter2021.pdf>.

**PROCESS OF CLAIMING DIVIDEND FROM THE COMPANY**

**Q.31 What is the procedure for revalidation of dividend warrants?**

**Ans.** For revalidation, the shareholder has to submit the following:

**For Physical shareholders:**

- ✓ Original Dividend warrant
- ✓ NACH Mandate Form (to be collected from RTA) along with cancelled cheque leaf/bank passbook
- ✓ Further, the bank account details of the shareholder are to be updated in RTA's records.

**For demat shareholders:**

- ✓ Original dividend warrant along with Client Master List duly attested by DP/cancelled cheque leaf.
- ✓ Meanwhile shareholders are requested to update their bank account details with their DP.
- ✓ After receipt of the documents the dividend is directly transferred to bank account of shareholder.

**Q.32 What action to be taken if dividend warrant has been lost or misplaced?**

**Ans.** In case the dividend cheque is lost/non receipt, following documents are required to be submitted -

- ✓ Letter of Indemnity along with NACH Mandate form and cancelled cheque leaf/bank Passbook for physical shareholder.
- ✓ Letter of Indemnity along with Client Master List duly attested by DP/cancelled cheque leaf for demat shareholder.

We will verify the documents and based on our records, credit the unclaimed dividend amount to your registered bank account, if the dividend remains unpaid in the records of the Company.

**Q.33 Can I claim old dividends relating to past years that I have not received?**

**Ans.** As per the Companies Act, 2013, dividends that are unclaimed for a period of seven years, statutorily get transferred to the Investor Education and Protection Fund (IEPF) administered by the Central Government and thereafter can be claimed by investors from IEPF. To ensure maximum disbursement of unclaimed dividend, the Company sends reminders to the concerned investors, before transfer of dividend to IEPF.



## PROCESS OF CLAIMING DIVIDEND AND UNDERLYING SHARES TRANSFERRED TO IEPF

### Q.34 When shall the unclaimed/unpaid amount of dividend be transferred to the IEPF Fund?

Ans. Pursuant to section 124(5) of Companies Act, 2013, any money transferred to the Unpaid Dividend Account of a company which remains unpaid or unclaimed for a period of seven years from the date of such transfer shall be transferred by the company along with interest accrued, if any, thereon to the Investor Education and Protection Fund (IEPF).

### Q.35 When shall the shares on which dividend has not been paid/claimed be transferred to the IEPF Fund?

Ans. Pursuant to section 124(6) of Companies Act, 2013 read with relevant rules, all shares on which dividend has not been paid or claimed for seven consecutive years or more shall be transferred to demat Account of the IEPF Authority, within a period of thirty days of such shares becoming due to be transferred to the Fund.

### Q.36 Where can the details in relation to the unclaimed/unpaid amount of dividend proposed to be transferred to the IEPF obtained from?

Ans. The details including shareholder's name, address, transfer date, etc. in relation to the unclaimed/unpaid amount of dividend can be accessed at: <https://www.skipperlimited.com/investor-relations/unpaid-unclaimed-dividend.aspx>.

Further, details of unclaimed dividend/shares for FY 2013-14 liable to be transferred to IEPF can be accessed on the website of the Company at <https://www.skipperlimited.com/investor-relations/iepf.aspx>.

### Q.37 In what circumstances the shares shall not be transferred to IEPF?

Ans. In accordance with Rule 6 of Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, the shares shall not be transferred in the following cases:

- ✓ If beneficial owner has encashed any dividend warrant or any dividend amount has been credited to bank account of owner of such shares during the last 7 years, even though some dividend warrants may not have been encashed.
- ✓ In case, where there is a specific order of Court or Tribunal or statutory Authority restraining any transfer of such shares and payment of dividend.
- ✓ Where such shares are pledged or hypothecated under the provisions of the Depositories Act, 1996 or shares already been transferred under the rules.

### Q.38 How to claim unclaimed/unpaid dividend amount and/or underlying shares transferred to IEPF?

Ans. The entire procedure to claim unclaimed/unpaid dividend amount and underlying shares transferred to IEPF is illustrated below:

- ✓ The claimants whose shares and/or unclaimed dividend have been transferred to the Fund, may claim the shares or apply for refund by making an application to IEPF Authority in **Form IEPF-5** along with requisite fees as decided by the Authority from time to time. **Form IEPF-5** is available at: <http://www.iepf.gov.in/IEPF/corporates.html>
- ✓ Claimant to submit the print out of Form IEPF-5 along with other documents as mentioned therein to the **Nodal Officer** of the Company for verification of the claim.
- ✓ Company to send the verification report to IEPF within 30 days of receipt of the claim.
- ✓ IEPF to examine completeness of documents.
- ✓ IEPF to make transfer of shares and refund of amount through electronic mode within 60 days of receipt of verification report from the Company.

**Q.39 What are the documents required to be submitted with IEPF -5?**

**Ans.** Documents which are required to be submitted are enumerated in the form and instruction kit and the same can be accessed from <http://www.iepf.gov.in/IEPF/corporates.html>.

**Q.40 How to resolve any other query in relation to claim procedure from IEPF Authority?**

**Ans.** IEPF Authority has issued FAQs on claim procedure from IEPF Authority for claimants which can be accessed at: <http://www.iepf.gov.in/IEPF/pdf/FAQsIEPF5.pdf>

**Q.41 How can we contact the nodal officer of the Company?**

**Ans.** Contact details of nodal officer is provided below:  
Mr. Manish Agarwal  
Company Secretary and Compliance Officer  
Skipper Limited  
3A Loudon Street, Kolkata-700017  
Phone- 033 2289 2327/5731  
Fax- 033 2289 5733  
Email- [manish.agarwal@skipperlimited.com](mailto:manish.agarwal@skipperlimited.com)

**DEMATERIALISATION OF SHARES**

**Q.42 What is Dematerialization?**

**Ans.** The process of converting securities (i.e. shares, bonds etc.) held in physical form into electronic form is known as dematerialization. Under this process, securities held by an investor in physical form are converted to an equal number of securities in electronic form and credited into the investor's demat account maintained with the Depository Participant (DP).

**Q.43 What are the benefits of holding securities in dematerialized form?**

**Ans.** Some of the advantages of holding securities in dematerialized form are:

- ✓ Convenient mode of holding securities, especially in case you are holding shares of many companies;
- ✓ Immediate transfer of securities;
- ✓ Elimination of risks such as bad delivery, fake securities, delay in processing, fraudulent interception in postal transit, etc;
- ✓ Reduction in paper work & transaction cost;
- ✓ Saving of time – Change in address/bank account particulars etc. that are recorded with DP gets registered electronically with all the companies in which the investor holds securities;
- ✓ Facilitates direct credit of shares in case of allotment under IPO, Rights issue, Bonus issue, Split of shares etc;
- ✓ No need to pay stamp duty on transfer of securities thereby bringing down the cost of transaction significantly.

**Note:** In view of the advantages of holding shares in dematerialized form, shareholders holding shares in physical form are requested to kindly consider dematerializing the same at the earliest.

#### Q.44 How does the Depository System operate?

**Ans.** The Depositories Act, 1996 has been enacted to regulate the matters related and incidental to the operation of Depositories and demat operations. Two Depositories which are operational in India are National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL).

The operations in the Depository System involve the Depositories, Depository Participants, Company/ Registrars and Investors. A Depository (NSDL/CDSL) is an organisation like a Central Bank, i.e. Reserve Bank where in the securities of an investor are held in the electronic form through Depository Participants. A Depository Participant is the agent of the Depository and is the medium through which shares are held in the electronic form. They are also the representatives of the Investor, providing the link between the Investor and the Company/ its Registrar through the Depository. To draw an analogy, the Depository System functions in a manner similar to a banking system. A bank holds funds in accounts whereas a Depository holds securities in accounts for its clients. A bank transfers funds between accounts while a Depository transfers securities between accounts. In both systems, the transfer of funds or securities occurs without the actual handling of funds or securities. Both, the bank and the Depository, are accountable for the safe keeping of funds and securities respectively.

#### Q.45 How do I open an account with a depository?

**Ans.** You may open an account called demat account with a depository participant ('DP') of your choice. The holder of such demat account is called as "**Beneficial Owner (BO)**". Your DP will allot you an account number which will serve as a reference for all your future dealings with them.

Your DP will update your account after each transaction and would periodically furnish you with a statement of holding. You may verify this with DP at the time of opening your demat account.

#### Q.46 How can I dematerialize my share certificate(s)?

**Ans.** If you intend to dematerialize your holding, you should first have an account with a DP of your choice.

Following steps are involved in dematerialization of physical securities:

- ✓ A **Beneficial Owner (BO)** who wishes to dematerialize securities held by him in physical form has to submit duly filled and signed demat request form (DRF) to his DP.
- ✓ There is no need to fill in a transfer deed. The physical certificates have to be accompanied by a DRF, which can be obtained from the DP.
- ✓ DP will verify the details and set up demat request in the system. The DP will then deface and mutilate the certificate and send the same along with the DRF to Company/ RTA.
- ✓ On confirmation by the Company/RTA, the BO's account will be credited with the number of securities dematerialized.
- ✓ After dematerialization, physical certificates may be retained /destroyed by the Company/RTA.

The Company has also issued a Guidance Note on Dematerialisation of Shares held In Physical Form for reference and same is available at: <https://repository.skipperlimited.com/investor-relations/pdf/guidance-note-physical-form.pdf>

#### Q.47 Once my shares are dematerialised, can I ever get them converted into physical shares?

**Ans.** Rematerialization is the process of converting securities held in electronic form in a demat account in to paper form i.e. physical certificates.

- ✓ A **Beneficial Owner (BO)** who wishes to have his dematerialised holdings of securities rematerialized has to



- ✓ submit duly signed Rematerialization Request Form (RRF) to his DP.
- ✓ On verification of the form, DP will generate the remat request in the system and will send it to Issuer/ RTA. On confirmation by the Issuer/RTA, the balance will be debited from BO's demat account.
- ✓ The Issuer/RTA then issues securities in physical form to the BO directly.
- ✓ The Issuer/ RTA will issue new certificate(s). The new certificate/s may be issued under new folio number or in the existing folio, if investor already has one with the Company.
- ✓ Remat does not amount to transfer and does not attract any stamp duty.

**Q.48 What are the charges to be paid to demat one's physical shares? Will it be paid by the Company or do I have to pay for it?**

**Ans.** The charges for demat have to be borne by the shareholder. The charges differ from DP to DP and therefore, you will have to contact your DP for details regarding the same.

**Q.49 Is it a fact that shares of Skipper are to be traded compulsorily in Demat Form? Do I have the option of holding them in physical form?**

**Ans.** Yes, it is mandatory to trade in demat form only. However, you can exercise the option of holding the shares in physical form.

**Q.50 Do dematerialized securities have certificate number, distinctive range number or certificate numbers?**

**Ans.** No, Dematerialized securities do not have any of the numbers mentioned above.

**Q.51 What are the chances of any fraud/disputes in using a demat account? Whom should I approach in such cases?**

**Ans.** Common risk factors applicable to trading in physical shares like mismatch in signatures, loss in postal transit, etc., are absent since shares in demat are traded scrip-less. However, in the unlikely event of any dispute, your Depository Participant would have to be approached for resolution of the same.

**Q.52 Can I pledge my shares in demat form to avail any funding/loan arrangement with my bankers?**

**Ans.** Yes, dematerialised shares can be pledged for the purpose of availing of any loan/ credit facility or collateral arrangement with banks/ financial institutions.

## NOMINATION IN RESPECT OF SHAREHOLDING

**Q.53 What is nomination facility?**

**Ans.** Nomination refers to the act of nominating a person in whom the shares would vest in the event of death of the nominator (i.e. shareholder). This facility is mainly useful for individuals holding shares in sole name. In the case of joint holding of shares by individuals, nomination will be effective only in the event of death of all joint holders.

Upon the death of the sole holder (in case of securities held singly) or the death of all the holders (in case of securities held jointly), the nominee must request the DP in writing along with a certified true copy of the death certificate and transmission form to transmit the securities covered by the nomination to the account of the Nominee. The DP will ensure the completeness of the form and validity of the signature of the holder and then execute the transmission request.

In respect of shares held in physical form, shareholders are advised to file nomination in prescribed Form SH-13 with the Company's Registrar through their online portal [www.mdpl.in/form](http://www.mdpl.in/form) by following the instructions mentioned therein.

**Q.54 How do I make a nomination with regard to my shareholding?**

**Ans.** The procedure for making nomination with regard to shareholding in physical form is as follows:

- ✓ Any holder of securities of a company may, at any time, nominate, in Form No. SH.13, any person as his nominee in whom the securities shall vest in the event of his death.
- ✓ Where the nomination is made in respect of the securities held by more than one person jointly, all joint holders shall together nominate in Form No. SH.13 any person as nominee.
- ✓ The request for nomination shall be recorded by the Company within a period of two months from the date of receipt of the duly filled and signed nomination form.
- ✓ A minor can also be appointed as a nominee.
- ✓ PAN card of the nominee is also required to be submitted along with Form SH-13.

**Q.55 Shall nominee be entitled to same dividend, advantages, voting rights?**

**Ans.** A person, being a nominee, becoming entitled to any securities by reason of the death of the holder shall be entitled to the same dividend or interests and other advantages as the registered holder of the securities.

However, he/she shall not be entitled to exercise any right conferred by the membership in relation to meetings of the company before being registered as a holder in respect of such securities.

**Q.56 Is there a requirement for a witness for confirming the details mentioned in Nomination form?**

**Ans.** Yes, a witness is required for confirming the details provided in Nomination form.

**Q.57 Can a nomination once made be changed?**

**Ans.** Yes, a nomination may be cancelled, or varied by nominating any other person in place of the present nominee by submitting Form No. SH.14 along with PAN Card of the existing nominee and new nominee to the Company/Registrar. The cancellation or variation shall take effect from the date on which the notice of such variation or cancellation is received by the Company.

**TRANSFER AND TRANSMISSION OF SHARES**

**Q.58 What is the process for transfer of shares held in physical form?**

**Ans.** SEBI vide SEBI (Listing Obligations and Disclosure Requirements) (Fourth Amendment) Regulations, 2018 decided that except in case of transmission or transposition of securities, requests for effecting transfer of securities shall not be processed unless the securities are held in dematerialized form with a depository with effect from April 01, 2019. However this decision does not prohibit the investor from holding the shares in physical form. Investor has the option of holding shares in physical form even after April 01, 2019.

**Q.59 How is trading of shares executed in dematerialised form?**

**Ans.** Trading in dematerialised securities is quite similar to trading in physical securities. The major difference is that at the time of settlement, instead of delivery/receipt of securities in the physical form, the same is affected through account transfers.

**Q.60 What do you mean by transmission of Shares?**

**Ans.** Transmission of securities means transferring ownership of securities to the nominee /successors/Legal heirs in the event of death of the sole/all joint holders or transferring ownership of securities to surviving joint

holders in the event of death of one/more joint holders.

**Q.61 What is transmission of dematerialized securities?**

**Ans.** Transmission is the process by which securities of a deceased account holder are transferred to the account of his legal heirs/nominee. Process of transmission in case of dematerialized holdings is more convenient as the transmission formalities for all securities held in a demat account can be completed by submitting necessary documents to the Depository Participant.

**Q.62 What is the procedure for getting shares in the name of surviving shareholder(s), in case of joint holding, in the event of death of one shareholder?**

**Ans.** The following documents are required to be submitted with a covering letter to the Company's RTA for giving effect to deletion of name of the deceased member:

- ✓ Notarised Photocopy of Death Certificate
- ✓ Specimen signature of surviving Member(s) to be attested by Bank in the prescribed format.
- ✓ Self-attested photocopy of PAN card of surviving Member(s)
- ✓ Original share certificate(s)

**Q.63 What documents are required for transmission of shares held by Sole/all Holders (deceased)?**

**Ans.** In case of transmission of securities held in physical mode, the following documents are required to be submitted to the Company's RTA:

**Where value of shares held is less than ₹ 2 lakhs:**

- ✓ Notarised photocopy of death certificate(s) of deceased Members;
- ✓ Self-attested photocopy of PAN Card of all legal heirs, Sureties and Witnesses;
- ✓ No objection certificate, if applicable, from all legal heir(s) waiving their right to receive shares upon transmission in favour of one of the legal heirs in the prescribed format;
- ✓ Affidavit to be executed by all the legal heir(s) in the prescribed format;
- ✓ Indemnity to be executed by all the legal heir(s) in the prescribed format;
- ✓ Transmission form to be completed by claimant and his signature to be attested by Bank with Name, Designation, Employee Code of the attesting official under the rubber stamp of the Bank in prescribed format;
- ✓ Original Share Certificates.

**Where value of shares held is more than ₹ 2 lakhs:**

- ✓ Notarised photocopy of death certificate(s) of deceased Members;
- ✓ Notarised photocopy of Succession Certificate/Letter of Administration/Probate of Will together with copy of Will/Court Order;
- ✓ Self-attested photocopy of PAN Card of legal heir entitled to receive the shares;
- ✓ Transmission form to be completed by claimant and his signature to be attested by Bank with Name, Designation, Employee Code of the attesting official under the rubber stamp of the Bank in the prescribed format;
- ✓ Original Share Certificates.

Further members may make an application in relation to transmission of shares through the online portal of the Company's RTA at <https://mdpl.in/form/transmission-of-shares> by following the instructions mentioned therein.

**Q.64 What happens in case the legal heir(s) cannot trace the share certificate(s)?**

**Ans.** In case the legal heir(s) cannot trace the share certificate, he/she/they may apply to the Company/Registrar for issuance of duplicate share certificate(s) along with request for transmission of shares. In addition to



submission of documents prescribed for transmission of share(s), legal heir(s) is required to follow the procedure for issue of duplicate share certificate(s).

## CHANGE OF ADDRESS

### Q.65 How can I record a change in my address?

**Ans. For members holding shares in physical form:**

A Form for request for change of address is required to be submitted to the Company/RTA. Change of Address will be effected only on the receipt of this Form along with the below mentioned documents:

- ✓ Self-attested photocopy of PAN card
- ✓ Photocopy of share certificate
- ✓ Self-attested photocopy of atleast one of the following documents:
  - Passport
  - Voter Id Card
  - Bank Passbook/Statement
- ✓ Current bank particulars for records if bank particulars were not furnished to the Company earlier or in case of any change. Copy of your relevant bank statement or a copy of blank cancelled cheque leaf pertaining to the given bank account with your name is also to be submitted for verification purpose.

Further members may update any change in their address through the online portal of the Company's RTA at <https://mdpl.in/form/address-change> by following the instructions mentioned therein.

**For members holding shares in dematerialised form:**

In case a Beneficial Owner's address is changed, he needs to submit a request in writing and inform the new address to DP. When DP enters the new address in the depository system, it will be automatically conveyed to all companies in which BO is holding securities.

## CHANGE OF NAME

### Q.66 How can I record a change in my name?

**Ans.** You must request the Company's RTA for effecting change of name in the share certificate(s) and records of the Company by submitting the following documents:

- ✓ Self-attested copy of PAN card
- ✓ Self-attested copy of Voter ID Card/Bank Statement/Bank Passbook
- ✓ Original Share Certificates
- ✓ Signature to be attested by any Bank (except Cooperative Banks) with Name, Designation, Employee Code of the attesting official under the rubber stamp of the Bank.

Additional documents to be submitted-

**In case of name change due to marriage:**

- ✓ Notarised Copy of Marriage Certificates
- ✓ Change of Address Form

**In case of name change due to other reasons:**

- ✓ Copy of affidavit stating that name as per PAN card/Voter ID Card/Aadhar Card and name as per Share Certificate of Company is one and same person duly executed on non-judicial stamp paper of duly notarized/signed before Executive Magistrate

The Company's RTA, after verification, will proceed with the change of name and send the share certificate(s) in the new name to you. Post that the share certificates are sent to the Company for their signing. After RTA receives the signed certificate, the same is dispatched to the shareholder.

Further members may update any change of name/correction of name through the online portal of the Company's RTA at <https://mdpl.in/form/change-of-name-correction-of-name> by following the instructions mentioned therein.

Shareholders holding shares in demat form, may request the concerned DP in the format prescribed by DP.

## TRANSPPOSITION OF SHARES

### Q.67 What is Transposition?

**Ans.** Transposition is the process of interchanging the order of names given in the share certificate in respect of shares held under a folio by shareholder(s).

### Q.68 What is the procedure for transposition of shares?

**Ans.** For securities held in physical form, the request for change in the order of names of registered holders should be made in the prescribed Transposition form available at the offices of the RTA. The form is to be signed by all the joint holders and submitted along with the certificates. Documents required for transposition:

- ✓ Transposition Form
- ✓ PAN Card
- ✓ Aadhaar Card/Voter Id Card/Passport
- ✓ Signature duly attested by Bank
- ✓ Original share certificate

After verification of documents, the names of the shareholders are interchanged. Post that the share certificates are sent to the Company for their signing. After the RTA receives the signed certificate, the same is dispatched to the shareholder.

Further members may make an application in relation to transposition of names through the online portal of the Company's RTA at <https://mdpl.in/form/transposition-of-names> by following the instructions mentioned therein.

The shareholders holding shares in dematerialized form may contact their DP for proceeding with transposition of shares.

### Q.69 What is Transposition-cum-demat?

**Ans.** Transposition-cum-demat facility enables an investor to transpose names of the joint holders in desired order along with the process of dematerialization of certificates. Transposition-cum-dematerialization facilitates dematerialization of certificates held in different order of names through one demat account, provided the securities to be transposed are held in the same joint names, but, in a different order.

Illustratively if A owns a security, which he holds in the joint names of ABC, ACB, etc. he can first transpose them in the name of, say, ABC in which order demat account might have been opened.

*Note: No new name can be added through transposition process. Similarly, existing names cannot be deleted.*

## SPLITTING OF SHARE CERTIFICATES

### Q.70 What is the procedure for splitting of share certificates?

**Ans.** The following documents are required to be submitted to Company/RTA for splitting of share certificates.

- ✓ PAN Card
- ✓ Aadhaar Card/Voter Id Card/Passport
- ✓ Signature duly attested by Bank
- ✓ Original share certificate

After proper due diligence of documents, meeting date for issue of new share certificate is taken from the Company. New share certificate is printed in the name of the shareholders. Post that the share certificates are sent to the Company for signing. After the RTA receives the signed certificate, the same is dispatched to the shareholder.

## LOSS OF SHARE CERTIFICATES

### Q.71 What should I do if my share certificates are lost/stolen?

**Ans.** The following procedure to be followed in case share certificates are lost/stolen:

- ✓ Please immediately intimate the RTA regarding loss of certificates, giving details of folio number and distinctive numbers.
- ✓ Lodge a complaint with the local Police Station. Kindly send the RTA an acknowledged copy of the Complaint/FIR for advice on the further course of action.
- ✓ You should state:
  - Name of the Company in which you hold securities.
  - Your full name and address, as recorded with the RTA.
  - The distinctive number(s) of the certificate(s) that is/are missing.
  - If you do not know the number(s) of the missing certificate(s) please provide the number(s) of the certificates still in your possession.
  - Please also state if the certificate(s) is/are lost or stolen.
- ✓ If the certificate(s) is/are stolen, we will require the F.I.R. as issued by the Police.
- ✓ Your letter must be signed by at least one of the holders.
- ✓ We will send you the documents to be executed for issue of duplicate certificates after due verification of the details furnished and confirmation from RTA.
- ✓ In case you trace your certificates, please inform the RTA immediately so as to avoid any complexity/delay in future transactions.



**Q.72 What action should I take if I retrieve the original share certificate, which I had reported to the Company to be lost?**

**Ans.** Please surrender the original share certificate to the Company/its Registrar immediately if duplicate share certificates have been issued. However, if the original share certificates are found before you comply with the procedure for obtaining duplicate share certificates, please inform the Company/its Registrar immediately so that we can remove the caution note from your folio immediately.

**Q.73 What is the procedure for replacement of share certificate(s) in lieu of torn, defaced or mutilated share certificate(s)?**

**Ans.** Please submit your application in writing to the Company/its Registrar, duly signed by all the shareholders, requesting for replacement of share certificate(s), enclosing therein the torn, defaced or mutilated share certificate(s).



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