

SHARE & DEBENTURE HOLDERS (Equity Shares, Debentures, Bonds)

DOS

- ✓ Avail nomination for all your investments without fail
- ✓ Convert your physical certificates in to demat form by opening demat a/c
- ✓ Provide your PAN card details in case of transfer / transmission of shares in physical form
- ✓ Keep track of your investments on regular basis
- ✓ Be alert to any public announcements on the shares of the companies that you have invested
- ✓ Be aware that an intermediary or its staff making a recommendation, is required to disclose their interest/ position in that scrip
- ✓ Read the Annual Report and enclosed explanatory statements, if any, before attending General Meetings
- ✓ In case of any grievance, contact the compliance officer of the company / Debenture Trustee (**DT**)
 - Be aware that listed companies, Registrar and Share Transfer Agents (**RTA**) and DTs are required to have a dedicated Email ID for registering your complaints
- ✓ Approach SEBI, if grievance is not redressed by the Company / DT
- ✓ Be aware that investor complaints against listed companies are displayed on the website(s) of SE
- ✓ Be aware that the details of disposal of arbitration proceedings are displayed on the website(s) of SE

DON'TS

- × Do not invest with borrowed money
- × Do not expect unrealistic / guaranteed returns
- × Do not be influenced by advertisement / advices / rumours / unauthentic news promising unrealistic gains and windfall profits in mass media
- × Do not be guided by astrological predictions on share prices and market movements
- × Do not fall prey to market rumours / 'hot tips'/ 'opportunity knocks only once' kind of advice
- × Do not be swayed by market sentiments
- × Do not invest on any explicit / implicit promises made by anyone
- × Do not indulge in impulse investing
- × Do not associate in any way with grey market

RIGHTS

As a holder of equity shares:

- ✓ To receive share certificates within
 - 30 days in case of transfer of physical shares
 - 6 weeks in case of issue of duplicate shares
- ✓ To receive dividend payment within 30 days of its declaration

- ✓ To receive dividend / interest through ECS / NEFT / RTGS, wherever such facility is available
- ✓ To receive simple interest @ 18% p.a. for delay in dividend payment beyond 30 days
- ✓ To receive corporate benefits like rights, bonus, split, consolidation etc.
- ✓ To receive Letter of Offer in case of
 - rights issue
 - substantial acquisition
 - buyback and
 - delisting of shares
- ✓ To apply on plain paper to Registrar to the Offer in case of non-receipt of Letter of Offer
- ✓ To inspect and take copies of
 - Memorandum and Articles of Association of the company
 - Register of
 1. Members
 2. Directors
 3. Shareholding of Directors
 4. Contracts, companies and firms in which Directors are interested
 - Annual Reports
 - Minutes of the General Meeting
- ✓ To receive abridged Annual Report containing salient features of Balance Sheet, Profit and Loss account and Auditors Report
- ✓ To receive notices of the General Meetings
- ✓ To raise queries on remuneration of the Directors, accounts or on any other business placed before the General Meeting
- ✓ To participate and vote in General Meetings either personally or through proxy
- ✓ To receive notice along with draft resolution of postal ballot, if any
- ✓ As a group, with requisite majority:
 - To apply to Company Law Board (**CLB**)
 1. to call or to direct the company to call the Annual General Meeting (**AGM**) / Extra Ordinary General Meeting (**EGM**)
 2. to investigate the affairs of the company
 3. for relief in cases of oppression and / or mismanagement
 - To demand poll on any resolution
 - To apply for the winding up of the company
- ✓ To proceed against the company by way of civil or criminal proceeding
- ✓ To receive the residual proceeds in case of winding up
- ✓ To file for arbitration in SE, in case of non / delayed transfer of listed security

As a holder of debt instrument:

- ✓ To receive debenture certificates transferred to your name within 2 months
- ✓ To receive redemption proceeds in due time
- ✓ To receive interest on delayed payment of interest or redemption, if provided in the offer document
- ✓ To receive redemption proceeds / interest through ECS / NEFT / RTGS, where such facility is available

- ✓ To receive half yearly communication from the Issuer, countersigned by the DT regarding
 - a. credit rating
 - b. asset cover available
 - c. status of security
 - d. debt equity ratio
 - e. due date of the previous payment of interest / principal and the status of payment
 - f. due date of the next payment of interest / principal and whether or not it would be paid
- ✓ To inspect and take copies of
 - Debenture Trust Deed
 - Register of
 1. Charges created on the company's assets
 2. Debenture holders
- ✓ As a group:
 - To apply to CLB in case of default of redemption
 - To apply for the winding up of the company in case of default of redemption
 - To approach DT for meeting of all debenture holders
- ✓ To redeem the debenture / bond, if you do not wish to rollover, in the event of restructuring
- ✓ To be invited for meeting of debenture holders in the event of a default
- ✓ To file for arbitration in SE, in case of non / delayed transfer of listed security

RESPONSIBILITIES

- ✓ To remain informed and vigilant about your investments
- ✓ To peruse disclosures made by the company on SE website(s) including:
 - Annual reports
 - Details of the board meetings
 - Recommendation or declaration of dividend
 - Particulars of increase / issue / alterations of share capital
 - Financial results along with details of credit rating, asset cover available, debt equity ratio
 - Revision of credit rating
 - Statement of
 1. shareholding pattern
 2. details of locked-in shares
 3. details of shares pledged by promoter group
 4. details of depository receipts (DR)
 5. variation between the utilisation of proceeds and profitability projected in the Offer Document against the actual
 6. compliance report on Corporate Governance
 - Details of shareholding and acquisition of company's shares by
 1. promoters / persons in control of the company, including those acting in concert
 2. directors and top management including their dependents
 3. persons holding more than 5%

- Information having bearing on performance / operations of the company and or affecting the interests of security holders
 - Corporate actions like Mergers, Demergers, Splits and Bonus issue
 - Scheme / petition proposed to be filed before any court or tribunal
 - Information on buyback, substantial acquisition or delisting offers
 - Information on maintenance of 100% asset cover for listed debt securities
 - Information on default / expected default in payment of interest / redemption of debt securities or failure to create charge on assets
 - Alterations in the terms regarding redemption / cancellation / retirement of any security
- ✓ Intimate change in your address and bank account to
 - the company, if you hold shares / debentures in physical form
 - the Depository Participant, if you hold shares / debentures in demat form
 - ✓ Keep track of the changes in rating of debt securities, available on website(s) of credit rating agencies

Disclaimer: The aforesaid information provided as a service to investor(s) and general in nature. It is neither a legal interpretation nor a statement of SEBI policy. If you have questions concerning the meaning or application of a particular act or rule or regulation or circular, please consult your legal advisor.
