

Name deletion / Name change / Name correction procedure in case of physical holding of shares

In case the shares are held in dematerialized mode, Shareholders are requested to contact their Depository Participant (DP) where they maintain their demat account.

Documents required:

1. Request letter in Form ISR-4 (**Annexure -1**) duly signed by the shareholder(s) along with the Original Share Certificates and other documents mentioned therein including self - attested copy of Pan Card.
2. Attested copy of the death certificate of the deceased joint shareholder. (in case of Name Deletion) (**see note below**).
3. Attested copy of the Gazette Notification (in case of name correction / name change) (**see note below**).
4. Attested copy of the Marriage Certificate issued by the competent authority (in case of name change due to Marriage) (**see note below**).

NOTE

- Attestation of photocopies/xerox copies should be done by a Magistrate/Notary Public/ Special Executive Magistrate or a similar authority holding a public office and authorised to use the seal of this office.
- Notarised documents should also contain Notary Serial no. / Register no. etc. as per the provisions of the Notaries Rules, 1956.

The above Documents to be sent to RTA on the below mentioned address

KFin Technologies Limited

Unit: Bharat Petroleum Corporation Limited

Selenium Tower B,

Plot 31 & 32, Financial District,

Nanakramguda,

Hyderabad - 500 032

Toll free: 1800 309 4001

Email: einward.ris@kfintech.com

Procedure:

1. The Shareholder has to approach a Depository Participant (DP) for opening a demat account.
2. After opening the demat account the shareholder has to submit request letter in ISR-4 along with the documents mentioned therein to the RTA together with the above mentioned documents.
3. After certain internal processes and approval from the appropriate authorities(s) and as per SEBI Circular dated 25.01.2021, RTA will send the Letter of Confirmation (LOC) to the shareholder and retain the Physical share certificate and deface the certificate with a stamp "Letter of Confirmation Issued" on the face / reverse of the certificate.
4. The LOC will be valid for 120 days from the date of its issue, within which the shareholder shall make a request to the DP for dematerializing the said securities.
5. DP shall generate the demat request on the basis of LOC and forward the same to the Issuer Company / RTA for processing the demat request.
6. After receiving the demat request form from DP, the RTA will process the same and credit the shares to the demat account of the applicant.
7. The RTA / Issuer Companies shall issue a reminder after the end of 30 days, 60 days and 90 days from the date of issuance of LOC, informing the applicant to submit the demat request as above, in case no such request is received by the RTA / Issuer Company.
8. **In case the Shareholder fails to submit the demat request within the aforesaid period of 120 days from the date of issue of LOC, RTA / Issuer Company shall credit the securities to the Suspense Escrow Demat Account of the Company. The Shares can subsequently be claimed back by the shareholder by applying in the format in Form ISR-4 by ticking the appropriate service request.**

Form ISR-4

(Refer circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

Request for issue of Duplicate Certificate and other Service Requests

(for Securities - Shares / Debentures / Bonds, etc., held in physical form)

Date: ___ / ___ / ___

A. Mandatory Documents / details required for processing all service request:

I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer Company (tick as relevant, refer to the instructions):

- Demat Account No. (If available):
Provide Client Master List (CML) of your Demat Account from the Depository Participant*
- Provide the following details, if they are not already available with the RTA (see [SEBI circular dated November 03, 2021](#) in this regard)

PAN	Specimen Signature
Nomination / Declaration to Opt-out	

* (Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your CML). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use [Form ISR-1](#) in [SEBI circular dated November 03, 2021](#).

B. I / We request you for the following (tick relevant box)

<input type="checkbox"/> Issue of Duplicate certificate	<input type="checkbox"/> Claim from Unclaimed Suspense Account
<input type="checkbox"/> Replacement / Renewal / Exchange of securities certificate	<input type="checkbox"/> Endorsement
<input type="checkbox"/> Sub-division / Splitting of securities certificate	<input type="checkbox"/> Consolidation of Folios
<input type="checkbox"/> Consolidation of Securities certificate	<input type="checkbox"/> Transmission
<input type="checkbox"/> Transposition (<i>Mention the new order of holders here</i>)	

C. I / We are enclosing certificate(s) as detailed below:**

Name of the Issuer Company	
Folio Number	
Name(s) of the security holder(s) as per the certificate(s)	1. 2. 3.
Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

** Wherever applicable / whichever details are available

D. Document / details required for specific service request:

- I. Duplicate securities certificate

II. Claim from Unclaimed Suspense Account

Securities claimed	(in numbers)
	(in words)

III. Replacement / Renewal / Exchange of securities certificate
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)

IV. Endorsement

V. Sub-division / Splitting of securities certificate

VI. Consolidation of securities certificate/Folios

VII. Transmission

VIII. Transposition

Provide / attach original securities certificate(s) for request for item numbers III to VIII above.

Declaration: All the above facts stated are true and correct to best of my / our knowledge and belief.

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature	✓	✓	✓
Name	✓	✓	✓



Full address	✓		
PIN	✓ 222222	222222	222222

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.