

HEIDELBERGCEMENT

HeidelbergCement India Limited

CIN: L26942HR1958FLC042301

Registered Office: 2nd Floor, Block-B, DLF Cyber Greens, DLF Cyber City, Phase-III,
Gurugram-122002, Haryana,

Phone +91-124-4503700, Fax +91-124-4147698

Website: www.mycemco.com

Investors Handbook



Disclaimer

This Handbook is only for information purpose only and is intended, but not promised or guaranteed, to be correct, complete, and up to date. The Directors or other employees of HeidelbergCement India Limited do not warrant that the information contained in this Handbook are accurate or complete, and hereby disclaims any and all liability to any person for any loss or damage caused by errors or omissions, whether such error or omissions result from negligence, accident or any other cause. The Directors or other employees of HeidelbergCement India Limited further assumes no liability for the interpretation and/ or use of the information contained therein. The contents of this handbook are subject to change without notice.

Readers are requested to refer to the specific Acts, Rules and Regulations for exact details and clarifications and are reminded that this guide does not purport to explain the laws or rules in force, with respect to any fact pattern. Answers to questions involving particular facts depend upon interpretations, administrative decisions, and court verdict.

About the Company

Heidelberg Materials Group made its foray into India in early 2006. The move was motivated by its pursuit for growth which emanated from the opportunities available in the growing markets of developing countries. The Group acquired controlling stake in Mysore Cements Limited and formed a joint venture with Indorama Cement Limited, which in 2008 was converted into a complete acquisition.

After the merger of Indorama Cement with Mysore Cements, in 2009, Mysore Cements was renamed as HeidelbergCement India Ltd. Since then, there has been no looking back. In

2009, the Company undertook a brownfield capacity expansion in Central India to increase its cement manufacturing capacity from 2.1 million tonnes per annum (MTPA) to 5.4 MTPA. Debottlenecking activities in last quarter of FY20 increased the grinding capacity at Imlai and Jhansi plants by 0.5 MTPA and 0.55 MTPA respectively. The aggregate cement grinding capacity of the Company stands at 6.26 MTPA.



HeidelbergCement India Limited (*“the Company”*) has appointed Integrated Registry Management Services Private Limited as its Registrar and Transfer Agent (RTA) for handling all matters relating to issue of duplicate shares, renewal, exchange, endorsement, sub-division, split, consolidation, Transmission, Transposition, dematerialisation, rematerialisation, dividend, change of address, KYC details, Nomination details, etc.

Investors may address the abovementioned related correspondence and queries to:

Registrar and Transfer Agent (RTA)

Integrated Registry Management Services Private Limited

No. 30, Ramana Residency, 4th Cross, Sampige Road

Malleswaram, Bangalore - 560003

Tel: +91-80-23460815-818 | Fax: +91-80-23460819

Email: irg@integratedindia.in, vijayagopal@integratedindia.in

The Board of Directors of the Company has constituted a Stakeholders Relationship Committee (*“the Committee”*) pursuant to Regulation 20 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 to specifically look into various aspects of interest of shareholders which *inter-alia* include the following:

1. Resolving the grievances of the security holders of the listed entity including complaints related to transfer/transmission of shares, non-receipt of annual report, non-receipt of declared dividends, issue of new/duplicate certificates, general meetings etc.
2. Review of measures taken for effective exercise of voting rights by shareholders.
3. Review of adherence to the service standards adopted by the listed entity in respect of various services being rendered by the Registrar & Share Transfer Agent.
4. Review of the various measures and initiatives taken by the listed entity for reducing the quantum of unclaimed dividends and ensuring timely receipt of dividend warrants/annual reports/statutory notices by the shareholders of the company.

Listing of Equity Shares

The Equity Shares of the Company are Listed at:

BSE Limited

Phiroze Jeejeebhoy Towers,
Dalal Street, Mumbai 400 001.

National Stock Exchange of India Limited
"Exchange Plaza", Bandra-Kurla Complex,
Bandra (E), Mumbai 400 051

BSE Scrip Code - 500292

National Stock Exchange Trading Symbol - HEIDELBERG

International Securities Identification Number (ISIN) for both the depositories, viz., National Securities Depository Limited and Central Depository Securities Limited is- INE578A01017

As on 31st March 2023, 99.53% of the Equity Shares of the Company were held in dematerialised form.

Board of Directors of the Company

S.No	DIN	Name of the Director	Designation
1	00680202	Mr. Ramakrishnan Ramamurthy	Chairman & Independent Director
2	00351187	Ms. Jyoti Narang	Independent Woman Director
3	06476856	Mr. Atul Khosla	Independent Director
4	07413549	Mr. Kevin Gluskie	Non-Executive Director
5	06958955	Ms. Soek Peng Sim	Non-Executive Director
6	06648469	Mr. Joydeep Mukherjee	Managing Director
7	09561918	Mr. Vimal Kumar Jain	Whole-time Director

Chief Financial Officer

Mr. Anil Kumar Sharma

Sr. Vice President- Corporate Affairs & Company Secretary

Mr. Rajesh Relan

Investor Relations

The Company actively engages in improving its relations with all stakeholders. Besides the holding of Annual General Meeting wherein performance of the Company is shared with shareholders, the Quarterly and Annual Financial Results are shared with Statutory Bodies, Investors and Media. The audited and unaudited financial results, investor presentations, material information or any other specific events are uploaded on the Stock Exchanges and Company's website for ensuring fair and equal access to all stakeholders. The Company also conducts quarterly conference calls with investors and analysts post announcement of quarterly results, intimation of the same is given in advance to the stock exchanges which includes dial-in numbers to participate in such conference call. The Company also uploads the Investors presentations and analyst call transcripts on its website at <http://www.mycemco.com/financial-results>.

Your Company is equally committed to strict compliance to disclosures and corporate governance norms as per applicable rules and guidelines and maintains equal and non-selective treatment with all stakeholders.

Shareholders' Rights

- To receive soft copy of the Annual Report through email.
- To participate and vote at general meetings either personally or through a proxy/authorised representative.
- To receive dividends in due time once approved at general meetings.
- To inspect the statutory registers and documents as may be permitted under the law.
- To receive corporate benefits like rights, bonus, etc., once approved.
- Other rights as specified in the statutory enactments.

Unclaimed Dividend liable to be transferred to the IEPF

Section 124 of the Companies Act, 2013, read with Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 ("the Rules"), as amended, mandates the companies to transfer the dividend that has remained unclaimed for a period of seven years to the Investor Education and Protection Fund (IEPF). Further, the Rules also mandate that the shares on which dividend has not been claimed for seven consecutive years or more shall also be transferred to the IEPF.

The following table provides a list of years for which unclaimed dividends and their corresponding shares would become liable to be transferred to the IEPF on the dates mentioned below:

S. No.	Financial Year	Dividend Per Share (INR)	Date of declaration	Date of transfer to IEPF
1	FY2016-17	2.00	22 September 2017	28 October 2024
2	FY2017-18	2.50	21 September 2018	27 October 2025
3	FY2018-19	1.00 (Interim)	25 October 2018	30 November 2025
4	FY2018-19	3.00 (Final)	19 September 2019	24 October 2026
5	FY2019-20	1.50 (Interim)	23 November 2019	28 December 2026
6	FY 2019-20	6.00 (Final)	18 September 2020	21 October 2027
7	FY 2020-21	8.00	27 September 2021	01 November 2028
8	FY 2021-22	9.00	08 September 2022	12 October 2029
9	FY 2022-23	7.00	27 September 2023	01 November 2030

The statements on unclaimed dividend as required pursuant to the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund Rules) 2016 are available at <http://www.mycemco.com/investor-information>

Investor Updates

- SEBI has issued Common and Simplified Norms for processing of investors' service requests and issuance of securities in dematerialized form by all the RTA's and listed companies. The objective is to standardise the varied practices being followed by the RTA's so that investors are aware of the Do's and Don'ts while submission of their requests/documents to RTA. The norms prescribed by SEBI cover the following kinds of requests/areas:
 - Service request from the shareholder, relating to duplicate shares issue, split, consolidation, endorsement on certificates, change in name, change in status (resident/non-resident), transmission of shares etc.
 - Provision of electronic interface for processing investor's queries and complaints.
 - Mandatory furnishing of PAN and other KYC details and Nomination by holders of physical securities.
 - Freezing of physical folios without valid PAN, KYC details and Nomination.
 - Compulsory linking of PAN and Aadhaar by all holders of physical securities.

After 31 March 2022, RTA also needs to verify the PAN submitted by the shareholders from the PAN database of Income Tax Department. The Folio(s) in which PAN is found invalid or the same is not linked with Aadhar shall be frozen until a valid PAN is furnished by the concerned shareholders.

Investors holding shares in the frozen folios shall be eligible to lodge the grievance or avail service request from the RTA only after furnishing the complete documents. Such Investors shall be eligible for dividend amount only through electronic mode upon complying with KYC details.

SEBI circular also provides that the securities in the frozen folios shall be referred by the RTA / Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002, if they continue in frozen state until 31 December 2025.

2. SEBI has directed that shares should be issued in dematerialized form only, while processing requests for issue of Duplicate shares, Renewal / Exchange / Endorsement / Sub-division / Split / Consolidation of shares certificates. Similarly, while attending to Transmission / Transposition requests shares should also be issued in demat form only.

On receipt of a request from an investor the RTA will process the request and thereafter issue a 'Letter of Confirmation' in lieu of despatching physical certificate(s) which shall be valid for a period of 120 days from the date of its issuance. The shareholder/claimant needs to submit such 'Letter of Confirmation' to the Depository Participant for dematerializing the said shares within 120 days failing which RTA / Issuer Company will credit the shares to the Suspense Escrow Demat Account of the Company.

Please refer the following SEBI circulars for more details:

[SEBI/HO/MIRSD/POD-1/P/CIR/2023/193 dated December 27, 2023](#)

[SEBI/HO/IMD/IMD-I POD1/P/CIR/2023/160 dated September 27, 2023](#)

[SEBI/HO/MIRSD/POD-1/CIR/2023/158 dated September 26, 2023](#)

[SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022](#)

[SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021](#)

[SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021](#)

Transfer of Shares

Pursuant to Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended vide Notification No. SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018 and Press Release No: 49/2018 dated December 3, 2018, members may please note that, with effect from April 1, 2019, transfer of shares (except transmission and transposition of shares) shall be carried out in dematerialised form only. Shareholders are therefore requested to dematerialise their shares held in physical mode with a Depository Participant for effecting any transfer of shares. Notwithstanding the above, shareholders may continue to hold shares in physical form even after April 01, 2019.

Dematerialisation of Shares

Dematerialisation is the process by which securities held in physical form are cancelled, and the ownership thereof is entered into and retained in a fungible form in a depository by way of electronic balances.

In order to dematerialise the shares, the shareholder has to open a demat account with any Depository Participant (DP) and obtain a DPID & Client ID number. Dematerialisation Request Form (DRF) has to be filled up by the shareholder and signed in the same sequence of names as appearing in the concerned share certificate registered in the Company's records and submitted to DP along with the original physical share certificate(s).

The DP will send an electronic request through the Depository to the Registrar and Transfer Agent (RTA), and simultaneously, the DP will forward the DRF and the share certificate(s) to the RTA with a request letter to confirm the demat request. After verifying the documents received from the DP and the shareholder signature(s), the RTA will confirm the demat request to the Depository.

After receiving the confirmation from the Depository, the DP will credit the shares to the shareholder(s) demat account.

In case of name mismatch/transposition of names, the shareholder will be required to submit a declaration to the DP in the format available with respective DP. Additional documents as under in support of/for rectifying the mismatch of names may also be sought from the shareholder in line with the SEBI circular no. SEBI/HO/MIRSD/RTAMB/CIR/P/2019/122 dated November 5, 2019, namely:

1. Copy of PAN
2. Copy of Passport
3. Copy of legally recognized marriage certificate
4. Copy of gazette notification regarding the change in name
5. Copy of Aadhar Card
6. Any other document, on case to case basis

Rematerialisation of Shares

Every shareholder has the option of holding their shares in electronic or in physical form. Along with demat, they also have the option of converting their shareholding from electronic to the physical form. Rematerialisation is the process through which shares held in demat form are converted into the physical form in the form of share certificate(s). The procedure is similar to that of Dematerialisation. The shareholder has to submit a Rematerialisation Request Form (RRF) to their Depository Participant (DP). The DP will send an electronic request through the Depository to the Registrar and Transfer Agent (RTA), and simultaneously, the DP will forward the RRF to the RTA with a request letter to confirm the remat request. After receiving a request from the DP, the RTA will issue the physical share certificate(s) to the shareholder. The demat account of the shareholder will accordingly be debited post rematerialisation of the shares. However, please note that with effect from April 01, 2019, shares can be transferred only in dematerialised form and therefore rematerialisation of shares creates an impediment in the process of transfer of shares in future.

Nomination Facility

Section 72 of the Companies Act, 2013, provides the facility of nomination to shareholders. 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.

Investors, especially those who are holding shares in single name, are advised to avail of the nomination facility by submitting the prescribed Form SH-13 for initial registration of nomination and Form SH-14 for cancellation and variation of nomination.

Please note that in case the shares are held in dematerialised form, nomination has to be registered with the concerned DP directly, as per the format prescribed by the DP.

Transmission of Shares

In case of the shareholders holding shares in single name and physical form and in the unfortunate event of the death of such single holder, the legal heir(s)/nominee entitled to transmission of shares would be required to *inter alia* furnish the following documents in order to claim such shares and become the shareholder of the Company.

1. Original/Certified true copy of Succession Certificate/Letter of Administration/ Probate of Will (in case of a nomination, all these documents are not required);
2. Original/Certified true copy of the death certificate of the deceased shareholder;
3. Claimant(s) signature(s) duly attested by their nationalized bank manager on bank's letterhead mentioning the bank manager's name, address, employee code and telephone number;
4. Original share certificate(s);
5. Request letter and Form for transmission of shares duly filled and signed;
6. Self-attested copy of Permanent Account Number (PAN) card of the claimant(s);
7. Copy of claimant(s) proof of residence: electricity bill/telephone bill (not more than three months old) /Voter ID/Aadhar card/Passport duly verified by the bank; and

In case of joint holding(s), in the event of the death of one of the shareholders, the surviving shareholder(s) are required to submit the following documents.

1. Request letter duly signed;
2. Self-attested copy of PAN card of the claimant(s);
3. Original/Certified true copy of the death certificate of the deceased shareholder;
4. Copy of surviving shareholder's proof of residence: electricity bill/telephone bill (not more than three months old) /Voter ID/Aadhar card/Passport duly verified by the bank;
5. Original Share Certificate(s); and
6. Form for transmission of shares duly filled and signed.

On receipt of the above documents and on being satisfied with the identity of the legal heir(s)/nominee/surviving shareholder, the Company would take the necessary action as

appropriate. However, the Company may seek additional documents/information from the claimants if so required.

Change of Name and Address

A) Change in Name

If the shares are in physical form, the shareholder shall send a request letter duly signed as per the specimen signatures registered with the Company/ Registrar and Transfer Agent together with the following self-attested documents:

1. Gazette Notification for the name change, marriage certificate, other identity proof etc. for change or variations in name in various documents, share certificates etc.
2. Affidavit for change or variations in name in various documents (PAN/Aadhar etc.), share certificates.

If the shares are in demat mode, the shareholder can approach their Depository Participant (DP) to effect the change of name.

B) Change of Address

If the shares are in physical form, the shareholder shall send a request letter duly signed by all the registered holder(s) as per the specimen signatures registered with the Company/ Registrar and Transfer Agent together with the following self-attested documents as proof of residence (of both present and previous addresses) and photo identity:

1. Copy of electricity bill/telephone bill (not more than three months old)/voter ID card/driving license/passport/Aadhar card of the sole/first named shareholder;
and
2. Self-attested copy of PAN Card of all the holders of shares

If the shares are in demat mode, the shareholder can approach their Depository Participant (DP) to effect the change of address.

Change in status from Resident to Non-Resident

If the shares are held in physical mode, the shareholders has to inform the Company/ Registrar and Transfer Agent (RTA) by sending a request letter duly signed as per the specimen signature registered with the Company/RTA together with the following documents for change in his/her status from Resident to Non-Resident.

- Self-attested copy of registered address proof as per Company/RTA records and new/foreign address proof and passport copy duly self-attested.
- A declaration that they have complied and will continue to comply with requirements under FEMA.
- Permission from the Reserve Bank of India, if applicable

If the shares are in demat mode, the shareholder can approach their Depository Participant (DP) to effect the change in status.

Change in status from Non-Resident to Resident

If the shares are held in physical mode, the shareholder has to inform the change in status to the Company/Registrar and Transfer Agent (RTA) by sending a request letter duly signed as per the specimen signature registered with the Company/RTA along with relevant documentation and a confirmation from the bank effecting such change.

If the shares are in demat mode, the shareholder can approach their Depository Participant (DP) to effect the change in status.

Payment of Dividend

A) Remittance of Dividend electronically

Under this facility, shareholders can receive dividend electronically by way of direct credit to their bank account. With this service, problems such as loss of dividend warrants during postal transit/fraudulent encashment are avoided. This also expedites credit of dividend directly to the shareholder's account as compared to the payment through physical dividend warrant.

To avail the NACH facility, shareholders holding shares in the physical form need to send their NACH Mandate Form, duly filled in, to the Company's RTA. However, if shares are held in dematerialized form, NACH mandate has to be sent to the concerned DP directly, in the format prescribed by the DP.

In case of change in bank account details where the shares are held in demat mode, the shareholder can approach their DP to effect such change. Where the shares are held in physical form, the shareholder shall send a request letter duly signed by all the registered holder(s) as per the specimen signatures, as registered with the Company, stating the new bank account details along with original cancelled cheque leaf bearing the name of the shareholder.

B) TDS on Payment of Dividend

Pursuant to Finance Act 2020, dividend income is taxable in the hands of shareholders w.e.f. 01 April 2020 and the Company is required to deduct tax at source from dividend paid to shareholders at the prescribed rates. For the prescribed rates for various categories, the shareholders are requested to refer to the Finance Act, 2020 and amendments thereof. The shareholders are requested to update their PAN with the Company/ RTA (in case of shares held in physical mode) and with their depository participants (in case of shares held in demat mode).

A Resident individual shareholder holding PAN and who is not liable to pay income tax can submit a yearly declaration in Form No. 15G/15H, to avail the benefit of non-deduction of tax at source by email to irg@integratedindia.in. Shareholders are requested to note that in case their PAN is not registered, the tax will be deducted at such higher rate as may be prescribed by Income Tax department.

Non-resident shareholders can avail beneficial rates under tax treaty between India and their country of residence, subject to providing necessary documents i.e. No Permanent Establishment and Beneficial Ownership Declaration, Tax Residency Certificate, Form 10F, any other document which may be required to avail the tax treaty benefits by sending an email to irg@integratedindia.in and copy marked to investors.mcl@mycem.in.

C) Unclaimed Dividend

Shareholders, who have not claimed their unclaimed dividends amount and which have not yet been transferred to IEPF, can write to the company's RTA for making a valid claim for the unclaimed dividends amount.

A request letter duly signed by the holder as per the specimen signature registered with the Company/RTA can be submitted to our Company/RTA with details of folio number (in case the shares are in physical mode) or DPID & Client ID number (in case the shares are in demat mode) and number of shares. The shareholder shall also furnish the particulars of the year for which the dividend amount was not received. The Company shall verify through its records to verify the claim. If found true, but if the validity period of the dividend warrant has expired i.e., three months, the amount would be paid through NEFT/RTGS, and the shareholder is required to return the original warrant. In case, the shareholder does not have the original dividend warrant, then the amount would be paid through NEFT/RTGS after completion of certain additional formalities, in this regard.

Under both the circumstances, the shareholder would have to provide his bank account details along with original cancelled cheque leaf bearing the name of the shareholder.

As per section 125 of the Companies Act, 2013, the dividend amount, which remains unclaimed for seven years, will be transferred to the Investor Education and Protection Fund (IEPF).

Shareholders are requested to claim the dividend(s) amount before they are statutorily transferred to the IEPF.

The information on unclaimed dividend amount is available on the company's website <http://www.mycemco.com/investor-information>.

D) Process for claiming shares and unclaimed dividend transferred to IEPF

As per section 124(6) of the Companies Act, 2013 and Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, as amended, all shares in respect of which dividend has not been claimed for seven consecutive years or more shall be transferred by the company in the name of IEPF.

Details of equity shares and unclaimed dividends amount liable to be transferred to IEPF are available on the company's website: <http://www.mycemco.com/investor-information>.

Any person, whose shares and unclaimed dividends amount are transferred to the IEPF may claim the shares and unclaimed dividends amount directly from the IEPF by submitting Form IEPF-5 online. The web Form IEPF-5, along with an instruction kit is available on the website of IEPF Authority - <http://www.iepf.gov.in/IEPF/corporates.html>

Steps to be followed AFTER online submission of Form IEPF 5:

After online submission of Form IEPF-5, the claimant is required to send the following physical documents immediately to the Nodal Officer of the Company at HeidelbergCement India Limited 2nd Floor, Plot No. 68, Sector-44, Gurugram, Haryana 122002 for verification of the claim:

S.No	Documents	Remarks
1	Self-attested Copy of Form IEPF -5	In case of joint holders, all joint holders are required to sign Form IEPF-5
2	Acknowledgement Receipt of Form IEPF-5 (MCA Challan)	As generated against the SRN on MCA portal after filing form IEPF-5
3	Indemnity Bond	Indemnity Bond (original) dated and signed by claimant and witnesses: <ul style="list-style-type: none">• In case the market value of shares and the dividend amount is more than Rs. 10,000/- Indemnity Bond is

		<p>required on a non-judicial stamp paper with the amount of stamp duty to be paid as per state laws.</p> <ul style="list-style-type: none"> • In case the amount of claim is Rs. 10,000/- or less, Indemnity bond can be executed on a plain paper. • Dividend/interest/redemption amount has to be correctly and clearly mentioned. • In case of joint holders, all joint holders are required to sign the Indemnity Bond. • Please refer IEPF.gov.in for the latest format of Indemnity Bond.
4	Advance Receipt	<ul style="list-style-type: none"> • Advance Receipt (in original) with complete particulars filled in (i.e. details of dividend amount and no. of shares) duly signed & dated by claimant & 2 witnesses along with their addresses. • No of shares and Dividend /interest/redemption amount has to be correctly and clearly mentioned. • In case of joint holders, all joint holders are required to sign the Advance receipt. • Please refer IEPF.gov.in for the latest format of Advance Receipt.
5	Proof of Entitlement	<ul style="list-style-type: none"> • Dividend warrant or self-attested copy of share certificate of claiming unpaid/unclaimed dividend • Original Share Certificate for shares and unclaimed/unpaid dividend transferred to IEPF. • In case of transmission - legal heir/successor/nominee shall ensure that the transmission process is completed before filing any claim. • In case of loss of share certificate – please comply with the process of issue of duplicate share certificate before filing any claim.
6	Self-attested copy of Aadhar Card	In case of joint holding, self-attested copy of Aadhar Card of all the joint holders
7	Self-attested copy of PAN Card	In case of joint holding, self-attested copy of Pan Card of all the joint holders
8	Self-attested copy of Client Master List	In case of joint holding, self-attested copy of Client Master List by all the joint holders or NOC from other holders, in case the individual demat account is being submitted.
9	Original cancelled cheque leaf	If cheque leaf doesn't have Name, Bank and Branch Name, IFSC Code etc. printed on it, copy of passbook, duly attested by the Bank can be submitted.
10	Other Attachments	<ul style="list-style-type: none"> • In case of change in name and address from corresponding documents – Affidavit for change in name and address with necessary documents as stated

in the section for change in name and address of the shareholder.

- Copy of Passport, OCI and PIO card - For Foreigners and NRI

Loss/Misplacement of Share Certificate(s)

The shareholder has to inform our Registrar and Transfer Agent immediately on the loss/misplacement of share certificate(s). The information should contain the folio number, the details of share certificates lost, number of shares and other particulars. The said information has to be signed by the shareholders in the same sequence, and as per the specimen signature recorded with the Company. RTA, after checking the details and verifying the signature, will mark a cautionary stop on the folio.

The following procedure has to be followed for obtaining duplicate share certificate(s).

1. Execute an Indemnity (by all shareholder(s) on non-judicial stamp papers and get it attested by the Bank Manager of a nationalized bank / Notary Public;
2. Execute an Affidavit (by all shareholder(s) on non-judicial stamp papers and get it attested by a Bank Manager / Notary Public;
3. Notarised copy of FIR / Police Complaint containing information of shareholder, holding details, folio number and distinctive numbers of share certificate;
4. The Company will publish a notice in the newspaper towards the loss/misplacement of share certificate(s). The RTA will inform the shareholder regarding charges of such advertisement, as these will have to be borne by the shareholder;
5. Self-attested copies of PAN card(s) and address proof of the shareholder(s) duly attested by the bank Manager along with bank seal, employee code etc.;
6. Surety affidavit of the value equal to market value that of shares as on date of execution along with self-attested copies of PAN card and address proof of the Surety/Guarantor duly attested by the bank manager along with bank seal, employee code & branch code; (If the shares are transferred to IEPF – the ID proof of surety has to be also attested by the Notary);
7. Request letter duly signed by all shareholder(s) as per the specimen signature registered with the Company/Registrar and Transfer Agent for the issue of duplicate share certificate(s).

Registration of Email ID

The shareholders can register/update their email address with the RTA of the Company by sending a mail it to irg@integratedindia.in

Registration of PAN/Bank/KYC/Details of Nomination details

Securities and Exchange Board of India (SEBI) vide its various Circulars has made it mandatory for the holders of physical securities to furnish PAN, KYC details and details of nomination. Folios wherein any of the above said document(s)/details are not furnished on or before the said date, shall be frozen by the Registrar and Share Transfer Agent("RTA"). A summary of the respective SEBI circular(s) is uploaded on here.

The shareholder has to submit the prescribed PAN/Bank Account/KYC details/Details of nomination and related registration form(s) to irg@integratedindia.in

For registration of PAN/Bank Account/KYC/Nomination, the shareholder may download the following forms available at: <http://www.mycemco.com/investor-information>

1	Nomination Form SH-13
2	Cancellation/Change in Nomination Form SH-14
3	Transmission Form
4	Indemnity & Affidavit for Loss/Misplace of Share Certificate(s)
5	Weblink – Form IEPF 5 - www.iepf.gov.in/IEPF/corporates.html
6	Weblink for IEPF Refund: http://iepf.gov.in/IEPF/refund.html
7	PAN/Bank Account registration form
8	Registration of email id: irg@integratedindia.in
9	Form ISR-1-Request for registering the PAN/KYC details

10	Form ISR-2-Confirmation of signature of securities holder by the Banker
11	Form ISR-3-Declaration for opting out of Nomination

Shareholder Contact information:

Corporate Secretarial

HeidelbergCement India Limited

2nd Floor, Block B, DLF Cyber Greens,

DLF Cyber City, Phase-III, Gurugram-122002, Haryana

Tel. +91-124-4503700

Fax +91-124-4147698

Email: Bhagya.hasija@heidelbergcement.in

Shareholder Grievance Redressal Mechanism and Nodal Officer (IEPF)

For any queries/grievances/complaints/escalations relating to shares held in the Company,
please contact:

Mr. Rajesh Relan

Company Secretary

HeidelbergCement India Limited

2nd Floor, Block B, DLF Cyber Greens,

DLF Cyber City, Phase-III, Gurugram-122002, Haryana

Tel. +91-124-4503700

Fax +91-124-4147698

Email: Rajesh.relan@heidelbergcement.in

Alternatively, you may also approach to:

Mr. Bhagya Hasija

Corporate Secretarial Department

HeidelbergCement India Limited

2nd Floor, Block B, DLF Cyber Greens,

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