



# **Artson Engineering Limited**

## **Shareholder's Information Booklet**

[01<sup>st</sup> August 2017]  
Version 2.0



## ARTSON ENGINEERING LIMITED

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## ARTSON ENGINEERING LIMITED

### Abbreviations and Definitions

S. No.	Abbreviation / Term	Particulars/ Definition
1.	“the Company”	Artson Engineering Limited
2.	SICA	The Sick Industrial Companies (Special Provisions) Act, 1985
3.	BIFR	Board for Industrial and Financial Reconstruction
4.	Sanctioned Scheme	Rehabilitation Scheme sanctioned by the BIFR vide its Order issued on 18 <sup>th</sup> December 2007
5.	TPL	Tata Projects Limited
6.	BSE	BSE Limited
7.	ISIN	International Securities Identification Number – A unique identification number of a security
8.	SEBI	Securities and Exchange Board of India
9.	Link Intime	Link Intime India Private Limited – the Company’s Share Registrars and Transfer Agents
10.	NSDL	National Securities Depository Limited
11.	CDSIL	Central Depository Services (India) Limited
12.	Shareholder/s	Shareholder of the Company means person/s whose name/s is/ are registered in the Company’s records and includes a joint-holder.
13.	Claimant/s	Claimant includes a shareholder and/ or legal heir, constituted attorney or authorised representative of a shareholder.
14.	DP	Depository Participant
15.	Demat	Dematerialization of Shares
16.	Remat	Rematerialization of Shares
17.	DRF	Demat Request Form
18.	DRN	Demat Request Number
19.	RRF	Remat Request Form
20.	RRN	Remat Request Number



## ARTSON ENGINEERING LIMITED

### I. BACKGROUND

#### 1. ARTSON ENGINEERING LIMITED (THE COMPANY)

Artson Engineering Limited (AEL) is a subsidiary of Tata Projects Limited (TPL). TPL is one of India's fastest growing Industrial & Urban Infrastructure companies and owns 75% of paid-up equity shares of AEL. The balance 25% shares are owned by the Public. (BSE Stock Code: 522134)

Artson is well experienced in executing EPC / Construction contracts in Tankages, Piping and mechanical static equipment. AEL has executed many large and prestigious Projects in Oil Refinery Tankages, Piping & Mechanical packages, Chemical, O & G, Refinery Product storage & Distribution Terminals, Cross-country Pipelines and Mechanical equipment construction projects in Metals, Mining, Power etc.

With its ASME U, U2, S, R, NB certified manufacturing facility located in Nasik, we are equipped to manufacture high quality/ certified pressure vessels, columns, heat exchangers and other process equipment.

In addition to its Nasik manufacturing facility, AEL has invested in large fabrication yard located in Nagpur to cater to Structural steel fabrication and maintenance / erection services for variety of process plants including O&G, Steel and Thermal Power.

AEL is certified with Quality Management System (ISO 9001:2008), Environment Management System (ISO 14001:2004) and BS (OHSAS 18001:2007) for Occupational Health & Safety Management system. We have impeccable safety records at manufacturing units and project sites.

The Company was incorporated in the year 1978 and since inception, the Company has commissioned, on turn-key basis, several fuel storage and handling facility systems and emerged as one of the foremost companies in the Country specializing in such systems. The Company's expertise has gradually expanded beyond the Country and it has been executing prestigious overseas contracts as well.

As per the Balance Sheet of 31<sup>st</sup> March 2017, the Company's total income was Rs. 110.95 Crore (Previous Year: Rs. 120.10 Crore). The operations of the Company for the year under review resulted in profit before tax of Rs. 5.68 Crore. The Company has also accounted for deferred tax asset of Rs. 21.65 Crore and thus posted a profit after tax of Rs. 27.17 Crore.

The Company was registered with the Board for Industrial and Financial Reconstruction (BIFR) as a sick company and BIFR, vide its order dated 18 December 2007, had sanctioned the rehabilitation scheme. With effect from December 1, 2016, the Ministry of Finance, Government of India notified the SICA Repeal Act, 2003 by virtue of which BIFR stood dissolved and all appeals, references, inquiries and proceedings pending before BIFR stand abated except for the Schemes already sanctioned. Whereas, the Company had an option to refer the case to National Company Law Tribunal (NCLT), the management, considering the current financial performance and order booking, has decided not to pursue the matter with NCLT.

#### 2. ADMISSION OF TATA PROJECTS LIMITED AS STRATEGIC INVESTOR AND CO-PROMOTER

In terms of the Sanctioned Scheme, Tata Projects Limited (TPL), being the Strategic Investor and Co-promoter has already acquired 75% stake in the Company. The Company has, thus become a subsidiary of TPL. In terms of the said Sanctioned Scheme, TPL has also taken the Management Control of the Company by inducting its representatives as Nominee Directors on the Company's Board of Directors.



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In addition to the support in the rehabilitation of the Company as per the Sanctioned Scheme, the Company is in a position to derive benefits from TPL by way of professional management, project execution intellect, quality services, TPL's strong presence in core sectors of the economy and good governance practices.

During the quarter ended 31<sup>st</sup> March 2017 the holding company has revised the terms of the existing term loan of Rs. 1930 lakhs and Inter Corporate Deposits (ICDs) of Rs. 2100 lakhs lent to AEL, and appropriately adjusted per Ind AS. Accordingly the Company's net worth is positive based on financials under Ind AS. The Company has also achieved positive cash flow during two years and the projections for cash flow for next 3 years are also positive. Hence there is reasonable certainty that the Company will have sufficient future taxable income to recover the deferred tax asset arising out of unabsorbed depreciation and carry forward losses. Accordingly, the Company has accounted deferred tax assets of Rs. 2164.76 Lakhs (Previous Year Rs NIL) during the quarter and financial year ended 31<sup>st</sup> March 2017.

### 3. SALIENT INFORMATION ABOUT THE SHARES AND SHAREHOLDERS:

#### Reduction in Paid-up Value of Shares

As per the Sanctioned Scheme, the Company had to reduce the paid-up value of the equity shares from Rs. 10/- each fully paid-up to Re. 1/- each and consequently, nominal value of the equity shares of the Company has been reduced from Rs. 10/- per equity share to Re. 1/- per equity share (reduction of capital).

*Note: The Shareholders may kindly note that there is no change in the number of shares held by a shareholder.*

For shares held in Physical Form on the Record Date i.e. 8<sup>th</sup> February 2008, after giving effect to the reduction in paid-up value as above in the records of the Company, stickers for affixation on the Share Certificates were sent to the Shareholders to their address as registered in the Company's records.

Those Shareholders who have not received the Stickers are requested to write to the Company or its Share Registrars and Transfer Agents, for supply of the stickers [See Para 3.9 under Section – Concepts and Procedures on Shares Related Matters].

#### Listing of Shares

The Company's equity shares are listed on the BSE Limited and the stock code allotted by the BSE is 522134. The Company's shares are under compulsory trading in dematerialized form only.

#### ISIN

Consequent to the reduction in paid-up value of shares, the new ISIN of the equity shares is INE 133D01023. The Shareholders are kindly requested to quote the new ISIN in all shares-related transactions, especially for Dematerialization and Rematerialisation of shares.



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### II. INVESTOR SERVICE

#### 1. SHARE REGISTRARS AND TRANSFER AGENTS

The Company has appointed M/s. Link Intime India Private Limited (Link Intime) as its Share Registrars and Transfer Agents with effect from 01<sup>st</sup> July, 2016. All share related transactions viz. transfer, transmission, transposition, nomination, change of name, change of address, change in signature, registration of a Power of Attorney, Replacement/ split or consolidation of shares certificates/ dematerialization/ rematerialisation of shares, issue of duplicate certificates etc. are handled by Link Intime.

Shareholders are requested to address all correspondence in relation to shares related matters at:

**M/s Link Intime (India) Private Limited,**  
(Unit: Artson Engineering Limited)  
C 101, 247 Park, L B S Marg, Vikhroli West,  
Mumbai 400083, Maharashtra  
Tel No: +91 22 4918 6000; Fax: +91 22 49186060  
Email ID: [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in)

#### 2. SECRETARIAL DEPARTMENT

The investors can contact the Company Secretary of the Company at the below mentioned address:

Secretarial Department,  
**Artson Engineering Limited**  
Ground Floor, Mithona Towers-1,  
1-7-80 to 87, Prenderghast Road,  
Secunderabad- 500003, Telangana.  
Tel: (040) 66018194  
Email: [deepaktibrewal@artson.net](mailto:deepaktibrewal@artson.net) / [investors@artson.net](mailto:investors@artson.net)



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### III. CONCEPTS AND PROCEDURES – SHARES-RELATED MATTERS

Information on some important shares related matters is given below:

#### 1. TRANSFER OF SHARES

**For transfer of shares in physical form follow the procedure mentioned herein below:**

- Fill-up Transfer Deed in Form- SH- 4 and submit the duly executed Transfer Deed to Link Intime along with the Original Share Certificate(s) and a copy of self-attested PAN.
- Affix 'share transfer stamps' of appropriate value on Transfer Deed. The share transfer stamps at 0.25% of the market value on the date of execution of the transfer deed shall be affixed. After affixing the share transfer stamps, cancel them to prevent misuse.
- On receipt of the Transfer Deed and the share certificate(s), Link Intime will verify the correctness and if found valid in all respects, will register the transfer within 15 days from the date of the lodgment of the transfer.
- The share certificate(s) with the requisite endorsement will be returned to the lodger.

**For transfer of shares in electronic (demat) form follow the procedure mentioned herein below:**

- In case of shares held in demat form, the transfer is effected electronically through NSDL/ CDSIL mechanism. The shareholders can execute the transfers through the Depository Participant Account.
- The shareholders are requested to note that pursuant to notification issued by Securities Exchange Board of India (SEBI), trading in the Company's shares is under' compulsory demat' mode.

#### **Documents required (Indicative List)**

- Transfer Deed in Form SH-4
- Original Share Certificate(s)
- Self-attested copy of PAN

#### 2. DELETION OF NAME:

When shares are registered in the names of more than one shareholder and one of the Joint-holder is deceased, the name of the deceased shareholder is required to be deleted.

**For deletion of name of shareholder, follow the procedure mentioned herein below:**

- Residual shareholder(s) (Claimant/s) are required to submit a request for deletion of name;
- On receipt of request, Link Intime shall verify the records and advise the Claimant to submit the relevant documents;
- The Claimant/s is/ are then required to submit the documents to Link Intime;
- Link Intime will then process the request and the name of the deceased holder is deleted from the records;
- Shares remain registered in the name of the Claimant/s.

#### **Documents required (Indicative List):**

- Copy of Death Certificate issued by the concerned Municipal Corporation under the provisions of the Registration of Death & Births Act, 1969.



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- Self-attested PAN Card copy of residual shareholder/s.
- Proof of Identity.
- Proof of Residence.

(Photocopies of all the above-mentioned documents should be attested by a Magistrate or a Notary Public)

### 3. TRANSMISSION OF SHARES:

When the shares are registered in the sole name of the deceased shareholder then the following procedure for transmission of shares is required to be followed.

**For transmission of shares of the deceased shareholder, follow the procedure mentioned herein below:**

- Legal heir(s) (Claimant/s) should submit a request for transmission of shares to Link Intime;
- Link Intime shall verify the records and advise the Claimant/s to submit the relevant documents;
- The Claimant/s should submit the documents duly complete in all respects;
- Link Intime will then process the request and the shares will be transmitted to the name of the Claimant/s.

#### **Documents required (Indicative List):**

- Copy of Death Certificate issued by the concerned Municipal Corporation under the provisions of the Registration of Death & Births Act, 1969
- Succession Certificate/ Letter of Administration/ Probate of Will
- Transmission Form
- No Objection/ Renunciation Letter from other legal heirs
- Proof of Identity of Claimant
- Self-attested, PAN Card copy of Claimant
- Proof of Residence of Claimant
- Indemnity and Affidavit

(Photocopies of all the above-mentioned documents should be attested by a Magistrate or a Notary Public)

### 4. ISSUE OF DUPLICATE SHARE CERTIFICATE:

When the Original Share Certificate is lost/ misplaced/ not-traceable, the Shareholder/s is/ are required to follow the procedure for obtaining duplicate share certificate.

**For issue of Duplicate share certificates follow the procedure mentioned herein below:**

- Shareholder/s (Claimant/s) has/ have to submit a request for issue of duplicate share certificate to Link Intime;
- Link Intime will verify the records and advise the Claimant/s to submit the relevant documents, and simultaneously Link Intime will inform BSE about loss of share certificate as intimated by the Shareholder/s;
- The Claimant/s should submit the documents as advised by Link Intime;
- Link Intime will then process the request and if found valid in all respects, a duplicate share certificate is issued in the name of the shareholder/s;
- Subsequent to this, Link Intime informs the BSE about issue of duplicate share certificate and details thereof





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### Documents\* required (Indicative List):

- FIR lodged with the Police Authorities
- Newspaper Notice or Notice issued in the Official Gazette
- Proof of Identity of Shareholder/s
- Self-attested PAN Card copy of Shareholder/s
- Proof of Residence of Shareholder/s
- Indemnity and Affidavit
- Surety Form

(Photocopies of all the above-mentioned documents should be attested by a Magistrate or a Notary Public)

### Procedural relaxation in submission of documents –

In the event of loss of original share certificate(s), a shareholder/s has/ have to submit various documents process in order to obtain duplicate share certificate(s). It was observed that, publication of advertisement in the Government Gazette is time consuming and, in the alternate, publication of advertisement in the newspaper is costly.

The Investors Grievance Committee, at its Meeting held on 29th April 2011, took note of the procedural relaxation permitted under the “Guidelines for processing of transfers/ objections” issued by the Securities and Exchange Board of India (SEBI) and, as an investor-friendly measure, approved that:

- the Company / Link Intime will not insist on publication of a Notice either in the Government Gazette or in the newspapers, in cases where the market value of lost shares as on the date of execution of indemnity/affidavit does not exceed Rs. 25,000 and the shareholder agrees to comply with all other prescribed formalities and procedures; and
- On a case to case basis and without precedence above-referred waiver can be granted by the Committee where the market value of lost shares does not exceed Rs. 1 Lakh. In such cases Link Intime shall inform the Company immediately.
- Whenever link Intime receives and processes a request for issue of duplicate share certificate(s) , where the market value as mentioned herein before does not exceed Rs. 25,000/- and the shareholder(s) have/has complied with all other requirements, then a report shall be given to the Company on quarterly basis.

### 5. Nomination of Shares:

Registered Shareholder/s can nominate a person as the “Nominee” who will become the Owner of the share in the event of the death of the Shareholder(s). Nomination prevails over the Will.

### Procedure to be followed to nominate any person as the “Nominee” who will become the Owner of the share in the event of the death of the Shareholder(s):

- The Shareholder/s is/ are required to submit a Nomination Form (Form 2B) i.e. the request for Nomination of shares. Shareholder/s is/ are advised to follow the instructions mentioned in the Form.
- Link Intime will verify the records and if the Form is valid and complete in all respects, it shall register the Nomination
- For convenience of the Shareholder/s, Nomination Form is made available on the Company's website



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### 6. Replacement of Share Certificate:

In the eventuality of the Original Share Certificate getting torn/ mutilated or partially destroyed, the Shareholder is advised to follow the procedure for replacement of Share Certificate

Only the Share Certificate Number changes since the old (original) share certificate is replaced with a new share certificate and there is no change in the shareholding, Folio No. and the Distinctive Nos. range

#### Procedure to be followed for replacement of shares:

- Shareholder/s is/ are required to submit a request for issue of new share certificate in lieu of the old (torn/ mutilated or defaced) certificate.
- The request must be accompanied by the Original Share Certificate – as it is;
- Link Intime will verify the records and process the request. If the details are found valid in all respects, the Old Share Certificate is cancelled from records and a new share certificate is issued in lieu of the old share certificate in the name of the shareholder.

#### Documents required (Indicative List):

- Original Share Certificate in the existing form/ physical condition.
- Request letter duly signed by the shareholder (first named shareholder in case of joint shareholders).

### 7. Consolidation of Share Certificates:

Consolidation of Share Certificate is possible when shares are held in the same Folio but more than one share certificate is issued. Instead of multiple share certificates, entire shareholding is clubbed into a consolidated or single share certificate

The procedure does not affect the number of shares held.

#### Steps Involved for consolidation of Share Certificates:

- Shareholder is required to submit a request for consolidation of share certificates along with all the original Share Certificates pertaining to the same Folio.
- Link Intime will verify the records and if found in order, it will process the request.
- As a result, multiple share certificates surrendered for consolidation are cancelled from the records and a consolidated share certificate is issued in lieu of the multiple share certificates without affecting the number of shares held in that Folio.

#### Documents required (Indicative List):

- Original Share Certificates
- Request letter duly signed by the shareholder (first named shareholder in case of joint shareholders).

### 8. Splitting of Share Certificates:

This is exactly the opposite to Consolidation of Share Certificates. Under this process, the shares held in one share certificate are split into two or more share certificates, as desired by the Shareholder.



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There if no change in the total number of shares held. Instead of a single share certificate, the number of shares are split into multiple share certificates as per the requirements of the Shareholder/s.

### Procedure to be followed for splitting of Share Certificates:

- Shareholder is required to submit a request for splitting of share certificate along with the Original Share Certificate.
- Link Intime will verify the records and if found in order, it will process the request.
- As a result, a single share certificate surrendered for splitting is cancelled from the records and multiple share certificates, as desired by the Shareholder, are issued in lieu of the share certificate surrendered. As mentioned above, the number of shares held in that Folio remains unaltered.

### Documents required (Indicative List):

- Original Share Certificates
- Request letter duly signed by the shareholder (first named shareholder in case of joint shareholders).

### 9. Reduction in Face Value:

Pursuant to the Sanctioned Scheme, the face value of 1 (one) equity share of Rs. 10 each fully paid-up is reduced to 1 (one) equity share of Rs. 1 each fully paid-up. As a result, there is no change in the number of shares held. Reduction in face value is different from sub-division of shares.

Old Share Certificates mentioning the face value of Rs. 10 are invalid and are liable to be rejected when submitted for dematerialization. The Shareholders must submit the Share Certificate mentioning the face value of Re. 1/-.

### Steps Involved:

- The Shareholder is required to submit a request for affixing stickers on the Original Share Certificate or for obtaining a new Share Certificate, in lieu of the old share certificate and for this purpose, must submit the original share certificate(s) along with the request.
- Link Intime will verify the records and if found in order, it will process the request and the same share certificate with a sticker mentioning the face value of Rs. 1 will be returned to the Shareholder. Alternatively a new Share Certificate in lieu of old Share Certificate surrendered, will be issued.
- Alternatively, the Shareholder may personally visit the Registered Office with the Original Share Certificates and the facility of affixing sticker on the Original Share Certificate is made available at the Registered Office also.

### 10. Consolidation of Folios:

When shares are held in more than one Folio and the names of the shareholders are exactly identical in both the folios, the Shareholder, instead of holding shares in multiple folios, the Shareholder/s can get the folios consolidated so that entire shareholding is clubbed into a single folio.

In this process also the total shareholding, under multiple folios, remains the same, the only result is this total shareholding is under one folio only.

### Steps Involved for consolidation of folios:



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- Shareholder is required to submit a request for consolidation of his/ her folios and for this purpose Original Share Certificates must be surrendered along with the request letter; duly signed.
- Link Intime will verify the records and if all the details are found in order, it will process the request;
- Under this process, the shareholding under multiple folios is consolidated into a single folio and thus the entire shareholding is clubbed under a single folio.
- A single consolidated certificate, if so desired by the Shareholder, can then be issued by following steps for consolidation of share certificates

### 11. Dematerialization of Shares:

Dematerialization (Demat) is the process by which securities held in physical form are cancelled and destroyed, and the ownership thereof is entered into and retained in a fungible form on a Depository by way of electronic balances. The name of the Shareholder is registered as a Beneficial Owner.

Trading in demat form is regulated by the Depositories Act, 1996 and is monitored by SEBI. The Company has entered into agreement with both the Depositories viz. NSDL and CDSL and the Shareholders have an option to open demat account with any registered Depository Participant (DP).

Pursuant to the SEBI's notification the shares of the Company are subject to compulsory trading only in demat form on the Stock Exchanges.

#### Salient Advantages of Shareholding and trading in Demat Form:

- Elimination of bad deliveries and risks associated with physical certificates including loss in postal transit;
- No stamp duty payable on transfer of shares
- Safer and quicker process of transfer/ trading of shares
- Faster settlement cycle
- Faster disbursement of non cash corporate benefits like rights, bonus etc.
- Periodic status reports and information available on internet thereby facilitating convenience in monitoring shareholding in all the companies.

#### Steps involved:

- The Shareholder has to fill up a Demat Request Form (DRF) and has to submit to the DP the DRF as well as the defaced share certificate;
- The concerned DP will verify the details and if found in order, it will generate a Demat Request Number (DRN) & intimate the Depository and Link Intime through e-system. Simultaneous to this, the DP will send the DRF & share certificate to Link Intime;
- Link Intime will verify the details of the electronic request as well as those mentioned in the DRF & Share Certificates with the records maintained by it;

#### When demat request is found valid in all respects:

- Link Intime will update the Register of Members and then validate the request; It will then electronically confirm the DRN to Depository and DP;
- The Depository will credit the DP's account and consequently, the DP will update the investor's demat account and inform the investor accordingly.



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### **When demat request is found invalid for any reasons:**

- Link Intime will electronically reject the DRN and intimate the same with reasons of rejection to the Depository and DP. The Depository and the DP will cancel the DRN from its system, respectively;
- Link Intime will then return the DRF and Share Certificates to the DP with an objection memo stating the grounds of objection/ rejection.

### **12. Rematerialisation of Shares:**

Rematerialisation (Remat) is the process by which securities held in electronic form are brought back in physical form. The name of the Beneficial Owner is registered as a Member in the Register of Members.

The Shareholders are requested to note that pursuant to the SEBI's notification the shares of the Company are subject to compulsory trading only in demat form on the Stock Exchanges.

#### **Steps involved:**

- The Beneficial Owner/s has/ have to fill up and submit to the DP a Remat Request Form (RRF) and if the request is found to be in order, the DP will generate a Remat Request Number (RRN) and intimate the same to the Depository and Link Intime through e-system;
- The DP will then submit the RRF to Link Intime for verification of details and further processing;
- Link Intime will verify the details of RRF with the details maintained by it in the records and

#### **When request is found valid in all respects:**

- Link Intime will validate the RRN and then electronically confirm the RRN to Depository and DP;
- The Depository will accordingly debit the DP's account and the DP will update the investor's demat account. It will also inform the investor;
- Link Intime (the Company) will issue a Share Certificate for the number of shares rematerialised and will update the Register of Members;
- Link Intime will then arrange to send the Original Share Certificate to the Shareholder.

#### **When request is found invalid for any reasons:**

- Link Intime will electronically reject the RRN and intimate the same to Depository and DP along with the reasons for rejection;
- Based on this the Depository and the DP will cancel the RRN from its respective systems;
- Link Intime will then return the RRF to the DP with an objection memo stating the grounds of objection/ rejection

### **13. Power of Attorney – Authority to another person to deal with shares**

A shareholder can appoint another person, who need not be a Member of the Company, to act on behalf of the Shareholder. For this purpose the Shareholder must register his/ her Power of Attorney, duly executed.

#### **Steps Involved:**

- Shareholder is required to submit a request for registering the Power of Attorney along with either the Power of Attorney in Original or a notarised copy of the Power of Attorney;
- Link Intime will verify the records and if all the details are found in order, it will process the request and register the Power of Attorney;



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- Once registered, only the Constituted Attorney shall be the person authorised to act and give instructions to Link Intime and only his/ her signature will be registered in the records.
- The Shareholder, may, if he so desires, change the Constituted Attorney at any time by revoking the Power of Attorney issued. In event of the death of the Shareholder, the power of attorney shall lapse automatically.

### 14. Change of Particulars:

Whenever there is any change in (a) the Registered Address of the Shareholder or (b) in the Name of the Shareholder or (c) in the Shareholder's Signature, the Shareholder should immediately inform the same to Link Intime, or, (d) email address and other contact details.

#### Steps Involved:

- Shareholder should submit a request for registering change(s) in particulars;
- Link Intime will verify the records and advise the Shareholder to submit the relevant documents, if not submitted;
- The Shareholder should then submit the documents as required by Link Intime;
- On receipt of all the documents, Link Intime will process the request and carry out the necessary changes in the records.
- A letter is then sent to the Shareholder confirming that desired changes have been registered.

#### Documents required (Indicative List):

(Photocopies of all the below-mentioned documents must be attested by a Magistrate or a Notary Public)

#### Change in Name:

- Notification issued in the Official Gazette
- Marriage Certificate (for married woman)
- Court Order
- Fresh Certificate of Incorporation issued by RoC (for companies)

#### Change in Address:

- Documentary Proof of new Address – Agreement, Electricity Bill, Telephone Bill, Passport, PAN Card etc.
- Copy of Form 18 (for companies)

#### Change in signature:

- New Signature/ Thumb Impression attested by the Bank Manager
- Medical Practitioner's certificate for old age/ patients suffering from certain ailments/ deceases (No control over hand while signing/ writing or illegible writing)

#### Generally accepted documents (Indicative List) as Proof of Identity and Proof of Address for Shareholders in the category of Individuals

##### Proof of Identity

- Passport
- Permanent Account Number (PAN) Card
- Voter's Identity Card



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- Aadhaar Card
- Driving License

### **Proof of Address**

- Passport
- Aadhaar Card
- Driving License
- Electricity Bill (latest)
- Telephone Bill (latest)
- Agreement / Title Deeds pertaining to Property

(Photocopies of all the above-mentioned documents should be attested by a Magistrate or a Notary Public)



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### IV. Recommendation to the shareholders

With the objective of providing improved services to its Shareholders and to avoid certain risks while dealing with the Company's shares and related matters, the following are the Company's recommendations to its shareholders:

#### 1. Open Demat Account and Dematerialize Shares

Shareholders are requested to convert their holdings in physical form into fungible (demat) form. Various benefits including safe and quicker transfer of shares is possible in demat form and risks associated with physical share certificates are avoided. Pursuant to the SEBI's Notification, the Company's shares are under compulsory trading in demat mode.

#### 2. Consolidate Multiple Folios

Shareholders are advised to consolidate their shareholding held in multiple folios. This facilitates better tracking of all corporate actions/ benefits on the shares and would reduce the efforts for monitoring multiple folios.

#### 3. Take benefit of Nomination Facility

Pursuant to the provisions of the Companies Act, 2013, facility for making nomination is available to the shareholders in respect of shares held by them. Nomination forms can be obtained from the Registered Office of the Company or the Registrars and Share Transfer Agents of the Company.

#### 4. Keep shareholding details confidential

The Company strongly recommends that Folio number (Client ID and DP ID number in respect of dematerialized shares) as well signed blank transfer deeds (delivery instruction slips in respect of dematerialized shares) should not be shared or given to any unknown persons.

#### 5. Deal only through Registered Intermediaries

Shareholders are advised that they should transact through a registered intermediary who is subject to the regulatory discipline of Securities and Exchange Board of India (SEBI), as it will be responsible for its activities, and in case Intermediary does not act professionally, shareholders can take up the matter with SEBI.

#### 6. Maintain records relating to purchase and sale of securities

It is recommended that shareholding related Contract Note(s) or Confirmation Memo be kept in records of execution of purchase or sale of securities and ensure that the Contract Note/ Confirmation Memo contains order number, trade number, trade time, quantity, price and brokerage. In case the shareholders have any doubt about the details contained in the Contract Note, they can avail the facility provided by BSE/ NSE to verify the trades on BSE/ NSE websites. It is recommended that this facility be availed on select transactions even if there is no doubt as to the authenticity of the trade/ transaction.

#### 7. Monitor holdings regularly

The Shareholders should try and avoid keeping Demat account dormant for a long period. They should obtain periodic statement of holdings from the concerned Depository Participant (DP) and verify the holdings.





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### 8. Mode of Postage

Share certificate, Original Documents such as Succession Certificate or Court Orders and high value dividend warrants/ cheques/ demand drafts should not be sent by ordinary post. It is recommended that shareholders should send such instruments by registered post or courier.

### 9. Opt for Green Initiative

Pursuant to the "Green Initiative in Corporate Governance" the Notice convening the Annual General Meeting along with the Balance Sheet, Profit & Loss Account, Directors' Report and Auditors' Report etc., are issued in electronic form, to the email address made available by the Depositories. Full text of the Notice and these Reports are also be made available in an easily navigable format on the Company's website - [www.artson.net](http://www.artson.net).

The Members are requested to opt for "Green Initiative" as it is the eco-friendly, economical and quickest mode of receiving information about the Company.

### 10. Exercise caution

The Shareholders are, in general and in their own interest, advised to exercise caution while dealing in the shares and securities. The Company related important information is available on the Company's website at [www.artson.net](http://www.artson.net) and also on the BSE's website at [www.bseindia.com](http://www.bseindia.com). The Shareholders are advised to take well-informed investment decisions and avoid entering into any transactions based on any rumors or unauthentic information.



## ARTSON ENGINEERING LIMITED

### V. Grievance Handling Mechanism

#### 1. Compliance Officer

The Company Secretary of the Company is the Company's compliance officer who is responsible to oversee the shares-related matters of the Company. The Company Secretary of the Company can be contacted at:

##### **Company Secretary**

Artson Engineering Limited

Ground Floor, Mithona Towers-1,  
1-7-80 to 87, Prenderghast Road,  
Secunderabad- 500003, Telangana.  
Tel: (040) 66018194

Email: [deepaktibrewal@artson.net](mailto:deepaktibrewal@artson.net) / [investors@artson.net](mailto:investors@artson.net)

#### 2. Stakeholder Relationship Committee (SRC)

Pursuant to the provisions of Section 178 of the Companies Act, 2013, read with rules made thereunder, and Regulation 20 of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015, with the BSE, the Company's Board of Directors has constituted a Stakeholder Relationship Committee (SRC). The present composition of the SRC is:

Sr. No.	Name	Committee Position
1	Mr. Michael Bastian	Chairman
2	Ms. Leja Hattiangadi	Member
3	Mr. Pralhad Pawar	Member

The Committee Meetings are usually held on a quarterly basis. The Board of Directors has authorised the Committee to consider and approve all shares-related matters. The status on grievances received and resolved is placed at the Committee Meetings.

Investor complaints, if any, are normally attended to and resolved within 7 (seven) working days of receipt.

#### 3. Grievance Redressal through External Agencies

In case the Shareholder is not satisfied with the Company's or Link Intime' response, the Shareholder can approach any of the under-mentioned External Agencies:

##### **BSE Limited (BSE)**

The Shareholder can lodge a complaint electronically with the BSE at its website [www.bseindia.com](http://www.bseindia.com) under the "Investor Desk Section". Investors are required to fill in various complaint forms depending upon the nature of their complaint.

BSE will forward the complaint to the Company's Compliance Officer and the complaint is required to be resolved within the time stipulated by the BSE.



## ARTSON ENGINEERING LIMITED

### **Securities and Exchange Board of India (SEBI)**

The aggrieved shareholder may lodge a complaint with the SEBI. The SEBI in its endeavor to protect the interest of investors, has provided a platform SEBI – SCORES wherein the investors can lodge their grievances electronically. This facility is available on the SEBI website [www.sebi.gov.in](http://www.sebi.gov.in) under the Investor Guidance Section. After lodging the complaint, the investors can track the status as well.

The SEBI will forward the complaint to the Company's Compliance Officer and the complaint is required to be resolved electronically within the time stipulated by the SEBI.

### **Ministry of Corporate Affairs**

Ministry of Corporate Affairs (MCA) has, under the e-Governance initiative of "MCA21" on its portal - [www.mca.gov.in](http://www.mca.gov.in), made available a system of grievance Redressal. One of the key benefits of this initiative includes timely redressal of investor grievances. MCA 21 system accepts complaints by filling the prescribed e-Form and the same is to be filed online. The status of the complaint can be viewed by quoting the Service Request Number (SRN) provided at the time of filing the complaint.

### **Investor Education and Protection Fund (IEPF)**

The Investor Education and Protection Fund (IEPF), under the auspices of the MCA, is a dedicated organisation for promotion of investor awareness and protection of their interests. IEPF, through Investor Helpline, assists investors in redressal of their grievances. A facility to lodge the grievances online (in electronic form) is provided to the Investors on IEPF's website - [www.investorhelpline.in](http://www.investorhelpline.in).

### **Depositories**

National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL), the Depositories, have their respective complaint/ grievance handling cells. The Investors may send an email to NSDL at [relation@nsdl.co.in](mailto:relation@nsdl.co.in) specifying all the details as well as the nature of grievance. As regards CDSL, the Investors who wish to seek general Information on depository services may mail their queries to [investors@cdslindia.com](mailto:investors@cdslindia.com). With respect to the complaints/ grievance of the demat accountholders relating to the services of the DPs, mails may be addressed to [complaints@cdslindia.com](mailto:complaints@cdslindia.com).

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