



INFORMATION FOR SHAREHOLDERS

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CONTACT DETAILS

ADDRESSES FOR CORRESPONDENCE

Company Address :	Regd. Office : Kirloskar Brothers Limited, Udyog Bhavan, Tilak Road, PUNE – 411 002
Corp. Office : Secretarial Department, Kirloskar Brothers Limited, Yamuna, Surve No. 98 (3-7), Baner, PUNE – 411 045 Tel. No. (020) 2721 4444 Fax No. (020) 2721 1136 Email : secretarial@kbl.co.in	Exclusive Email ID for investors' grievance redressal : The Company has designated an exclusive email ID : grievance.redressal@kbl.co.in for investors to register their grievances. This would enable the company to redress the investors' grievance at an early date.
Registrar and Transfer Agents :	
Link Intime India Private Limited, (Unit: Kirloskar Brothers Limited), Block No. 202, 2 nd Floor, Akshay Complex, Near Ganesh Temple, Off Dhole Patil Rd., Pune – 411 001 Tel. No. (020) 26051629 Fax No. (020) 26053503 E.mail : pune@intimespectrum.com	

ADDRESSES OF STOCK EXCHANGES/ NSDL/CDSL

Bombay Stock Exchange Limited Corporate Relationship Department, 2 nd Floor, New Trading Ring, Phiroze Jeejeebhoy Towers, Dalal Street, MUMBAI – 400001	National Stock Exchange of India Ltd., 5 th Floor, Exchange Plaza, Bandra (East) MUMBAI – 400 051
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National Securities Depository Ltd. Trade World, 4 th Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, MUMBAI - 400 013	Central Depository Services (India) Ltd., Phiroze Jeejeebhoy Towers, 28th Floor, Dalal Street, MUMBAI - 400 001
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SHARE DETAILS

CAPITAL STRUCTURE AS ON MARCH 31, 2010

I. Authorized share capital :

250,000,000 Equity shares of Rs. 2/- each	Rs. 500,000,000
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II. Issued, Subscribed and Paid up share capital :

79,323,266 Equity shares of Rs. 2/- each	Rs. 158,646,532 #
10,000 Equity shares of Rs. 2/- each	Rs. 20,000 *

After capital reduction in terms of scheme of arrangement

* 10,000 Equity shares of Rs. 2/- each kept in abeyance for want of certain procedural compliance – Not reduced in terms of scheme

LISTING OF EQUITY SHARES:

The Equity Shares of the company are listed on the following stock exchanges:

Bombay Stock Exchange Limited	BSE Scrip Code - 500241
National Stock Exchange of India Limited	NSE Symbol - KIRLOSBROS - EQ

International Security Identification Number (ISIN) – INE732A01036

CHANGE OF MAILING ADDRESS

PROCEDURE FOR EFFECTING THE CHANGE OF MAILING ADDRESS

- a. Shareholders who hold share certificates in physical form are requested to write to the Registrar and Transfer Agent i.e. Link Intime India Private Limited, informing about the new address with the following information :
 - The old address
 - The new address with pin code
 - Telephone No. or other contact No. or Email

- b. Please ensure that your signature appearing in such request is as per the specimen signature recorded with us. In case of joint holding, all the joint holders should sign such request. A shareholder can apply in the following format :

Letter for Change of Address:

To:
Link Intime India Private Limited

From :
Name & Address of Shareholder
(As per company records)

Subject: Change of Address (Foilo/DP – Client ID. : _____)

Dear Sir / Madam,

Please note change in my address as under:

Old Address: -----.

New Address: -----.

I enclose following document duly notarized, as a proof of identity:

I also enclose following document duly notarized, as a proof for change of residence:

Signature of Shareholder

(Signature should tally with specimen signature registered with the Company)

- Notes: 1. Proof of identity and residence verified by a Public Notary.
2. Provide any TWO of the following documents, ONE for identity and ONE for residence proof.

Any one for Identity -
- Passport
- Election (Voter identity) Card
- PAN Card
- Driving License
- Electricity Bill

Any one for Residence -
- Telephone Bill
- Electricity Bill
- Bank Account Statement
- Ration Card

This is a propriety document of Kirloskar Brothers Limited, Pune.

PROCEDURE FOR CHANGE OF ADDRESS IN AN ELECTRONIC FORM

The shareholders who hold shares in electronic form, are requested to intimate their change of address to the depository participant with whom they maintain their demat account and not to the company or the share transfer agent.

ECS MANDATE

INSTRUCTIONS FOR ECS MANDATE FORM

1. Please fill in the Mandate Form and send it to:
 - i) The Depository Participant who is maintaining your Demat account in case you hold shares in electronic form with a copy to the Company at the address given below, in case there are any changes in your bank particulars.
 - ii) The Address of our Registrar & Transfer Agent : Link Intime India Private Limited, in case your shares are holding shares in physical form.
2. Please attach a blank cancelled cheque or photocopy of a cheque And the above particulars may be attested by your bank manager.
3. The information provided by you will be treated confidential and would be utilized only for the purpose of effecting the payments meant for you.
4. At present the Reserve Bank of India at the following centres makes the ECS facility available at Ahmedabad, Bangalore, Bhubaneswar, Chandigarh, Chennai, Guwahati, Hyderabad, Jaipur, Kanpur, Kolkata, Mumbai, New Delhi, Nagpur, Patna and Trivendrum.

The members located at other than the above list of centres will continue to receive the Dividend Warrants, with bank details, if provided, despite ECS Mandate.

ELECTRONIC CLEARING SERVICE (ECS) MANDATE FORM

I hereby consent to have the amount of dividend on my equity shares credited through the Electronic (Credit) Clearing service. The particulars (To be filled in Block Letters) are as follows :

1. Folio No./ DP ID No. and Client ID No. : _____
2. Name of the first/sole shareholder : _____
3. Particulars of Bank account of first / sole shareholder :
 - a) Name of the Bank :

 - b) Branch Address, Telephone No. of the Branch :

 - c) 9 digit code number of the Bank and Branch appearing on the MICR cheque issued by the Bank alongwith copy of cancelled cheque: _____
 - d) Account Number (As appearing on the cheque book/passbook) :

 - e) Account type (Saving / Current / Cash Credit Account) :

 - f) Ledger No. / Ledger folio no.(If appearing on the cheque book/pass book) :

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for any reason/s of incomplete or incorrect information, I will not hold Kirloskar Brothers Limited responsible. I agree to discharge the responsibility expected of me as a participant under the scheme.

Place : _____
Date : _____

Signature of the First / Sole
Shareholder

I hereby confirm the particulars as stated above

Signature and seal of Bank's official alongwith
Branch Address, Telephone No. of the Branch

NOMINATION OF SHARES

PROCEDURE FOR NOMINATION OF SHARES:

A shareholder may at any time nominate a person to whom his shares in the Company shall vest in the event of his death. Where the shares are held by more than one person jointly, the joint holders may together nominate a person to whom all the rights in the shares shall vest in the event of death of all the joint holders. A shareholder can use following form to avail this facility.

KIRLOSKAR BROTHERS LIMITED
REGD. OFFICE: UDYOG BHAVAN, TILAK ROAD, PUNE - 411 002.

FORM 2B
NOMINATION FORM

(To be filled in by the Individual(s) applying singly or jointly)

REG. FOLIO NO. :

(TO BE FILLED IN CAPITAL LETTERS)

I/WE (Full Names of shareholders) presently residing at (Full Address of shareholders) hold ----- Equity Shares of Rs. 2/- each of Kirloskar Brothers Ltd., wish to make a nomination and do hereby nominate the following person in whom all rights of transfer and/or amount payable in respect of the Equity Shares shall vest in the event of my/our/minor's death.

Name and Address of Nominee:

If the nominee is a minor,
whose guardian is .:

Name :

Name:

Address :

Address :

Date of Birth* : _____

(*to be furnished in case the nominee is a minor)

Signature{s) of Shareholder{s)

(As per Specimen Signatures recorded with the Company)

Signature:

Signature:

Name:

Name:

Address:

Address:

PIN

Date :

Signature of two Witnesses:

Name and Address

Signature and Date

1.

2.

(Before filling up the form please read the instructions)

INSTRUCTIONS FOR NOMINATION FORM:

1. The Nomination can be made by individual only, holding shares on; their own behalf, singly or jointly. Non-Individuals including trust, society, partnership firm, Karta of Hindu Undivided Family, holder of power of attorney cannot nominate. If the shares are held jointly, all joint holders will have to sign the nomination form.
2. A minor can be nominated by a holder of shares and in that event the name and address of the guardian shall be given by the holder.
3. The nominee shall not be a trust, society, body corporate, partnership firm, Karta of Hindu Undivided Family or a power of attorney holder.
4. Nomination stands rescinded upon transfer of share(s).
5. Transfer of shares in favour of a nominee shall be a valid discharge by the Company against the legal heir.
6. Shareholders are requested to send the duly completed form in triplicate to Link Intime India Private Limited.

ISSUE OF DUPLICATE SHARE CERTIFICATE

PROCEDURE FOR ISSUE OF DUPLICATE SHARE CERTIFICATE

-In case of torn, mutilated or lost share certificates, the shareholders are eligible to receive duplicate share certificates in lieu of the same.

-The shareholders have to surrender their original torn or mutilated share certificates to the company, along with a request for issue of a duplicate share certificate.

-Immediately on receipt of the complaint, supported by FIR, from the concerned shareholder in respect of lost/misplaced share certificates, company registrar would be marking a "stop transfer" in the system to enable not to proceed with any further transaction on the said share certificates.

-Upon verification of the records, Company would be sending the following specimen to the shareholder for execution:

- a. An indemnity to be executed on a Rs.200/- stamp paper in favour of the Company and notarized.
- b. An affidavit to be executed on a Rs.100/- stamp paper and notarized.
- c. Advertisement format

Upon receipt of all the required documents, duly filled in and notarized, alongwith an advertisement in the newspaper and subject to verification by the company necessary steps would be taken to issue duplicate share certificates.

The Company / Registrar and Transfer Agents would immediately send information to the stock exchanges in which shares of the company are listed.

The draft formats of the Specimen indemnity as well as affidavit are given elsewhere.

INDEMNITY/SURETY/AFFIDAVIT FOR DUPLICATE CERTIFICATE**FORMAT OF INDEMNITY BOND FOR ISSUE OF DUPLICATE SHARES**

*(Please type this indemnity bond after reading carefully,
the notes mentioned below the format)*

Kirloskar Brothers Limited,
Udyog Bhavan, Tilak Road,
Pune – 411 002.

WHEREAS

I/We, (full name of the shareholder(s)), residing at (address of the shareholder/s) hold (Number of shares) Equity shares bearing Distinctive numbers from _____ to _____ of the face value of Rs. ___/- each comprised in the Share Certificate No(s). _____. The shares of the following description are standing in my/our name in the Register of Members of the (name of the company).

<u>Folio No.</u>	<u>Certificate Nos.</u>	<u>Distinctive Nos.</u>	<u>Shares covered in each certificate</u>
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WHEREAS

The share certificate(s) No(s). _____ in respect of the above shares has/have been lost or misplaced and is/are not traceable. I/We have searched the said certificate(s) but despite my best efforts, I/We have been unable to find it/them. I/We declare that the said share certificate(s) was/were not accompanied by any blank transfer deed signed by me/us and that I/We have not, nor has any person by my/our order disposed off, parted with or pledged / deposited by way of security the said share certificate(s) or assigned my/our interest therein or any part have neither been sold or transferred to anybody by me/us and I/We am/are entitled to the custody of the certificate(s) of title relating to such shares as I/We am/are the absolute owners of the same as registered shareholder(s). I/We undertake to surrender the said share certificate(s) to the company if and when the same is/are found at a later date.

NOW THEREFORE:

I/We, (full name of the shareholder(s)) aged ___ years, residing at (address of the shareholder/s) approach the Company to please issue duplicate share certificate(s) in lieu of the original shares covered under Folio No. _____ and bearing Certificate No(s). _____ held by me/us.

This is a propriety document of Kirloskar Brothers Limited, Pune.

In consideration of the Company having agreed to issue duplicate share certificates for the aforesaid shares in my/our name, I/we am/are executing a bond in favour of the Company.

Upon the Company, having agreed to issue duplicate share certificates for the aforesaid shares, I/We the undersigned applicant(s) hereunder for myself/ourselves, my/our heirs, executors, administrators and assigns do hereby jointly and severally covenant with the Company, its successors and assigns and agree and undertake at all times save, defend and to indemnify and keep indemnified the Company, its successors and assigns its estate and effects, and its directors, manager, secretary and shareholders and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said shares or dividends or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner howsoever.

IN WITNESS WHEREOF I/We, the applicant(s) herein has/have signed and set my/our hands on this ____ day of _____ 20 .

Name and address of the Shareholder(s) Signature of the Shareholder(s)

- 1.
- 2.
- 3.

Name and address of Witness

Signature of the Witness

- 1.
- 2.

Place ;

Date :

SURETY

We, (name of the surety No.1) aged __ years, residing at (residential address of Surety No.1) and having business address at (official address of Surety No.1), having PAN No. _____

and

(name of the surety No.2) aged __ years, residing at (residential address of Surety No.2) and having business address at (official address of Surety No.2), having PAN No, _____

the undersigned, certify that the above facts are true to the best of our knowledge. We bind ourselves sureties to make good all claims, charges, costs, damages, demands, expenses and losses which the Company, its successors and assigns its estate and effects and its directors, manager, secretary and shareholders may sustain, incur or be liable for in consequence of complying with the request contained above and the Company, its successors, assigns, directors, manager, secretary and shareholders will be entitled to realise all claims, charges, costs, damages, demands, expenses and losses from our persons and our properties, as the case may be.

Place :

Date:

Name and Address of the Surety

Signature of the Surety

1.

2.

Name and Address of the Witness

Signature of the Witness

1.

2.

NOTES:

1. Indemnity Bond should be on Non-judicial stamp paper of Rs.200/- and duly notarised.
2. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
3. Indemnity Bond should be witnessed by two persons.
4. Two sureties are required to be furnished
5. Witness and Surety have to be different individuals.
6. Each Surety has to attach attested copy of his PAN Card and Form 16 of the latest financial year and attested copy of his proof of identification viz. Ration Card, Election Card, Driving Licence, Passport, Electricity Bill, Telephone Bill, etc.
7. Indemnity Bond should be attested by Notary

**FORMAT OF AFFIDAVIT FOR VERIFYING THE LOSS OF SHARE CERTIFICATES FOR
ISSUING DUPLICATE SHARES**

*(Please type this Affidavit after reading carefully
the notes mentioned below the format)*

AFFIDAVIT

I, _____ son/daughter/spouse of _____ aged ____, residing at _____, do hereby solemnly affirm and declare as under:

1. That I/We, Shri/Smt. (Name of the shareholder/s), am holding _____ equity shares in (the name of the company) covered under Folio No. _____ and Share Certificate No(s). _____, bearing Distinctive Nos. _____ to _____ of the face value of Rs. __/- each.

<u>Folio No.</u>	<u>Certificate Nos.</u>	<u>Distinctive Nos.</u>	<u>Shares covered in each certificate</u>
------------------	-------------------------	-------------------------	---

2. That Shri/Smt. (name of the shareholder) has not sold, transferred, pledged or otherwise disposed off the said shares.
3. That the share certificate No(s). _____ of the said shares has/ have been lost or misplaced and is not in my/our possession.
4. I/We have searched for the said certificate(s), but even after careful and diligent search, I /We have been unable to find out or trace the same.
5. Since the said certificate(s) was / were issued, I /We have not sold, mortgaged, pledged or otherwise encumbered or disposed of the said shares or parted with the possession of the said certificates in any manner and the said shares is / are my/ our absolute property. The best of my/ our knowledge and belief, the said certificates has/ have either been lost or been accidentally destroyed. In case at any time I / We find the said Share Certificate(s) or any of them I /We shall immediately handover the same to the Company.
6. I have already executed indemnity bond for issuing duplicate shares in lieu of the original share certificates for the aforesaid shares held by me/us.
7. I therefore request the (Name of the Company) to issue duplicate shares in lieu of the original share certificates for the aforesaid shares

I am executing this declaration to be submitted to the concerned authorities of the Company.

I hereby state that whatever is stated herein above are true to the best of my knowledge.

Solemnly affirmed at _____)

On this ____ day of _____ 20)

(Signature of the Applicant/s)

Deponent

Identified by me

Before Me

Advocate

Notary

NOTES:

1. Affidavit should be on Non-judicial stamp paper of Rs.100/- and duly notarized.
2. Please fill up the details as per the documents you are annexing. Please do not just type this format as it is.
3. Affidavit should be attested by Notary

TRANSFER /TRANSMISSION OF SHARES

FAQs – TRANSFER OF SHARES

- Who are the share transfer agents of the company?

Company's share transfer agents are:

Registrar and Transfer Agents :
Link Intime India Private Limited, (Unit: Kirloskar Brothers Limited), Block No. 202, 2 nd Floor, Akshay Complex, Near Ganesh Temple, Off Dhole Patil Rd., Pune – 411 001 Tel. No. (020) 26051629 Fax No. (020) 26053503 E.mail : pune@intimespectrum.com

- Where to lodge transfer and other related documents?
The duly executed transfer deeds along with the original share certificate are required to be lodged with the Company at the registered office of the Company or with Link Intime India Private Limited at the above address.
- What are the major points to be kept in mind while executing transfer document?
The documents must satisfy the following;
 - Must be accurately completed in all respects as well as signed by both transferor/s and transferee and witnessed.
 - the transfer deed must have the date of presentation
 - the date of execution is subsequent to the date of presentation
 - the transfer deed is affixed with share transfer stamps of necessary value
 - the date of lodgment of the transfer document must be before the date of book closure announced by the company

Notes :

- Shareholders are requested to keep photocopies of share certificates, transfer deeds and other related documents, if any, the forwarding letter as also the postal registration slip or hand delivery receipt, as the case may be, when you lodge the shares with Link Intime India Private Limited for transfer.
- Your specimen signature as appearing on the transfer deed and taken on record by us is important. We advise you to keep a copy of such signature with you so as to avoid any complication arising out of signature difference in your future correspondence with us, while dealing with all further transactions in your folio.

3. Any change in your specimen signature should be intimated to us immediately with your revised signature duly attested by your banker alongwith proof of identification.

FAQs - TRANSMISSION OF SHARES IN PHYSICAL FORM

- What is transmission of shares?

The word “transmission” means transfer by operation of law i.e. devolution of title to shares. This would include devolution by operation of law, death, bankruptcy, marriage.

- What is a procedure for transmission?

In case of joint holder(s) of shares, in the event of any holder’s demise, the remaining joint holder(s), of the Shares are entitled to have the shares transmitted to their names on production of an attested copy of the death certificate of the deceased.

In case there is no joint holder, then the legal heirs have to fulfill the following requirements.

- Firstly notify either the Company or the Share Transfer Agent that the shareholder is deceased.
- Forward an attested copy of the death certificate either to the company or to the share transfer agent.
- A certified copy of the probate or a succession certificate has to be submitted to the company.
- In addition to the above, the following documents have to be produced:
 - ✓ An indemnity bond and an affidavit from the legal heir who claims title to the shares with signatures of the legal heirs duly attested by a notary public.
 - ✓ A no objection certificate from other legal heirs to transmit the shares in favour of one or more among them whether singly or jointly, who are claiming title to the shares, with signatures of the other legal heirs duly attested by a notary public.
- Finally, the original share certificates of the company have to be surrendered for effecting the transmission. The application for share transmission is as enclosed elsewhere.

APPLICATION FOR TRANSMISSION OF SHARES.

(Please read carefully the important notes as appearing elsewhere before completing this form.)



I/We, being the legal heir(s) / surviving joint shareholder(s) ,in respect of the undermentioned shares of the Company held by the- late Shri / Smt. -----hereby agree to accept and hold the said shares in *my / our* name(s) and also agree to be registered as member(s), in the Register of Members of the Company, subject to provisions of the Memorandum and Articles of Association of the Company.

Full Name of the Company	KIRLOSKAR BROTHERSLIMITED,PUNE-411 002		
Number and full description of the Shares/debenture	Number and Class of the Shares	EQUITY SHAREIS OF Rs. 2/-	EACH
	Distinctive Numbers		EACH
Full Name of the deceased shareholder/ Debentureholder.			
Date of Death			
Full name(s) .of the legal heir(s) / surviving joint shareholder(s), debenture holder as the case may be.			
Name and type of the document(s) produced in support of the claim to the shares/debentures of the deceased.			

I/We declare that information given above is true and correct to *my / our* knowledge and that I/We am/are the only legal heir(s) / surviving joint shareholder(s), in respect of the Shares / debentures of the Company held by the deceased abovenamed.

SIGNED & DELIVERED by *me/us*, this _____ day of _____ 20____

Signature of
Witness

Signature(s)
of the legal
heir(s)/
surviving
joint share/
debenture
holder(s)

Full Name, &
address of
witness

Particulars of the legal heir(s) / surviving joint shareholder (s) .

Shri / Smt. or Kum.	Occupation	Full Address	Father's/I Husband's Name

Entered in Register of Transmission No. _____ Folio _____ Specimen signature(s) of the legal
Approved _____ heir(s)/ surviving joint shareholder(s)

For KIRLOSKAR BROTHERS LTD.

Company Secretary / Dy. Company Secretary

Date

(P.T.O.)

This is a propriety document of Kirloskar Brothers Limited, Pune.

Important Notes

1. The form is to be used for transmission of shares from deceased shareholder to his/her legal heirs. Please fill in the details in English and in BLOCK letters.
2. Please fill in the details in legible hand or use a typewriter.
3. If, the legal heir (s), is/are illiterate his/her/ their thumb impression must be attested by a Magistrate or Notary Public under the Seal of his office.
4. Particulars of each legal heir/surviving joint shareholder should be entered in the same order in which their names appear earlier and the application too should be signed in the same order.
5. Generally, the following documents (in original) have to be produced in order to establish the claim to the shares/debentures' of the deceased.

(a) Certificate of Death Registration, with a true copy thereof.

(b) Succession, Certificate issued by a Civil Court of Competent jurisdiction along with a true copy thereof.

OR

If the deceased has left a valid WILL, a Probate or the Letters of Administration in that behalf (along with a true copy thereof.)

(c) In case of transmission of joint shareholdings/debenture holding only the documents referred in to 5 (a) above will suffice.

6. Please see that all the shares allotment letters as the case may be for all the shares of the Company held by the deceased and also the necessary documents (in ORIGINAL along with true copies) mentioned in, item (5) above, accompany this Application Form.

LODGED BY
Full Name
Address
Documents Attached :
Power of Attorney / Probate / Letters of Administration
Death Certificate / Succession Certificate
Registered with the Company under
No. Date

PROCEDURE FOR TRANSMISSION OF SHARES IN AN ELECTRONIC FORM

- i. In the event of death of any of the joint holders, the other existing joint holder can get the securities transmitted in their favour by producing the death certificate. The existing joint holders have to open a new account with a depository participant.
- ii. In the event of death of sole holder, the claimants/successors/legal heirs can get the securities transmitted in their favour by submitting the following relevant legal documents to the depository participant.
 - a) Probate of Will
 - b) Succession Certificate
 - c) Letter of Administration or any other legal document which may be required along with an attested copy of the Death Certificate. The claimants/successors/legal heirs shall have to open an account with a depository participant to get the securities transmitted in their favour.

SHARES AFTER SCHEME OF ARRANGEMENT

The Scheme of Arrangement between Kirloskar Brothers Limited (KBL), Kirloskar Brothers Investments Limited (KBIL) and their respective shareholders has been duly approved by the Hon'ble High Court of Judicature at Bombay on January 22, 2010. The Appointed Date for the scheme was April 16, 2009 and the Effective Date as per the scheme was March 2, 2010.

In accordance with the Scheme, the shareholders of KBL holding say 20 (Twenty) equity shares of Rs. 2/- each as on the Record Date, were entitle to receive 15 (Fifteen) new equity shares of Rs. 2/- each of KBL after reduction of capital and 1 (One) equity share of Rs. 10/- of KBIL.

Shareholders holding share certificate/s for their KBL shares, desiring to continue to hold KBL new equity shares and KBIL equity shares in the physical form, were issued new share certificates in lieu of the original KBL share certificate/s.

The KBL and KBIL new share certificates for such equity shares, in the above mentioned ratio, under the Scheme were directly despatched to the concerned shareholder/s by M/s. Link Intime India Private Limited. In case on non receipt of such certificates, shareholders will have to comply with procedure for issue of duplicate share certificates.

Shareholders are advised that they should deface the existing share certificates in order to safeguard their interests against any misuse; as such certificates would be null and void and can not be dealt with in the market.

CLAIMING THE UNCLAIMED DIVIDEND

PROCEDURE FOR CLAIMING DIVIDEND FROM THE COMPANY IN CASE OF LOSS OF WARRANT

1. Use Application format – I, where dividend warrants are lost in transit or have been misplaced.

APPLICATION FORMAT – I

The Secretarial Department

Kirloskar Brothers Limited,
Udyog Bhavan, Tilak Road,
Pune – 411 002.

Dear Sir,

Sub: Loss of Dividend Warrant / misplaced / not received.
(Folio No. /DPID-Client Id. _____)

This is to inform you that a Dividend Warrant No. _____ for the year _____ for an amount of _____ has not been received/ has been lost in transit / misplaced.

I, therefore, request you to kindly arrange to issue the duplicate warrant.

I enclose necessary indemnity bond and an affidavit for the same.

Thanking you,

Yours faithfully,

Signature

Name of Shareholder

Encl. : As above

INDEMNITY / AFFIDAVIT IN CASE OF LOSS OF WARRANT

INDEMNITY BOND FOR ISSUE OF DUPLICATE DIVIDEND WARRANT (On a stamp paper of Rs. 200/-) (TO BE NOTORISED AFTER EXECUTION)

I/We _____ (Names) presently residing at _____
(Address) are the share holders of **KIRLOSKAR BROTHERS LIMITED** and hold EQUITY shares of the face value of Rs. 2/- each, as per the details given below and certify that I/We have lost /misplaced/ not received Dividend Warrant for the dividend due as per details given below:

Folio/ DPID-Client ID	Shares	Dividend Warrant No.	Dividend Amount (Rs.)	Dividend for the Year

I/We hereby request you to please issue me/ us a duplicate dividend warrant against the above said dividend warrant.

I/We hereby agree to indemnify the Company, its Directors, Officers etc. in the manner herein after stated:

I/We have not charged, pledged, created any lien or any sort of encumbrance or otherwise dealt in so as to create any adverse claim upon the amount of the Dividend Warrant. Now it is hereby agreed that in consideration of issuing duplicate Dividend Warrant for the said amount I/we hereby covenant at all times hereafter and from time to time save, defend and keep indemnified the Company, its Directors, Officers etc. and their estates and effects from and against allocations, costs, suits, legal proceedings, accounts sustain or incur by reason of such issue of duplicate Dividend Warrant and also from and against any action which may be brought against the Company by any other person, claiming the dividend accrued thereon and from otherwise in relation to the premises.

It is hereby further agreed that I/We hereby undertake to return and deliver such duplicate Dividend Warrant to the Company and with or without such demand to produce and /or return the original Dividend Warrant received at their own cost as the company shall require for the recovery thereof or otherwise in relation to the premises.

IN WITNESS WHEREOF I/WE HAVE HERE UNTO SET AND SUBSCRIBED MY/ OUR
RESPECTIVE HAND ON

Name of shareholder

Signature

Name and Address of Witness

Signature of Witness

Date:

Place:

AFFIDAVIT FOR ISSUE OF DUPLICATE DIVIDEND WARRANT
(On a stamp paper of Rs. 100/-) (TO BE NOTORISED AFTER EXECUTION)

I/We, _____ (Names) presently residing at _____
(Address) the shareholder(s) of **KIRLOSKAR BROTHERS LIMITED** hold shares of the
face value of Rs.2/- each as per details given below

Folio/ DPID-Client ID	Shares	Dividend Warrant No.	Dividend Amount (Rs.)	Dividend for the Year

I/ We do solemnly and sincerely swear and state as under:

1. That the said dividend warrant covering the above shares for the year _____
have been lost/ misplaced and is not in my possession.
2. That I/ We nor any person by my/ our order has in any manner disbursed/ parted
with the said dividend warrant or assigned my/our interest therein or any part thereof
to any person.
3. That I/We am/are the sole and absolute owners of the dividend warrant covered as
above and hence have agreed to surrender the original to the Company if and when the
same is found.
4. That I/ We have filed a request to the Company for the issue of duplicate dividend
warrant for the said shares.

Name of shareholder

Signature

Name and Address of Witness

Signature of Witness

VERIFICATION

I/ We solemnly verify that the facts stated above are true and that nothing material has
been concealed.

Name of shareholder

Signature

Note:

This Indemnity and affidavit should be verified in the presence of First Class Magistrate
or a Notary Public. In the event of verification in the presence of Notary Public, the
Indemnity and affidavit should contain the requisite special adhesive stamps.

This is a propriety document of Kirloskar Brothers Limited, Pune.

PROCEDURE FOR CLAIMING DIVIDEND FROM THE COMPANY IN CASE OF OUTDATED DIVIDEND WARRANTS

**Where the outdated dividend warrants are in the custody of the shareholder
Use Application format – II.**

1. The shareholder has to send the outdated dividend warrant to the Company.
2. If the unclaimed dividend amount has not yet been transferred to the Central Government's Investors Education and Protection Fund, then the Company would arrange for the payment of the same.

APPLICATION FORMAT – II

The Secretarial Department

Kirloskar Brothers Limited,
Udyog Bhavan, Tilak Road,
Pune – 411 002.

Dear Sir,

Sub: Revalidation of Dividend Warrant (Folio No. /DPID-Client Id. _____)

This is to inform you that a Dividend Warrant No. _____ for the year _____ for an amount of _____ is outdated.

I, therefore, request you to kindly arrange to revalidate the dividend warrant.

I return the said original dividend warrant.

Thanking you,

Yours faithfully,

Signature

Name of Shareholder

Encl. : As above

FREQUENTLY ASKED QUESTIONS (FAQs)

DELETION OF NAME FROM JOINT HOLDING AND CONVERSION OF SINGLE NAME INTO JOINT HOLDING

- How to delete one name from the joint holders?

In case the shares are held in Joint names and one of the shareholders expires, please send the certified/notarised copy of the Death certificate along with the share Certificates. Based on the supporting documents, the company can delete the name of the deceased shareholder from the records and make endorsements on the share certificates showing the remaining shareholder as the only holder.

- How to convert single holding into joint holding?

To convert single holding into joint holding, such requests have to be accompanied by a transfer deed duly executed and stamped along with original share certificates. Such requests even within the family amounts to transfer as these lead to a change in the ownership pattern.

CONSOLIDATION OF FOLIOS

- What is meant by Consolidation?

i. The consolidation of Folios would avoid multiple communication including dividend warrants from the company to you and shall thus reduce the risk of loss/ fraudulent interception of share certificates/ dividend warrants/ other documents during postal transit.

ii. The request for consolidation of folios should be signed by all the holders.

iii. If you have more than one folio in the same name or with identical names in the same order, incase of joint holdings, then please intimate us immediately along with relevant share certificates to help us to consolidate such holdings in a single folio.

TRANSPOSITION OF NAMES

- What is meant by transposition of names?

Transposition of shares refers to change in the order of names of registered holders. Such requests do not attract any stamp duty.

These requests have to be signed by all the joint holders in respect of the entire holding and should submit the original share certificates to us.

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DEMATERIALISATION

- What is meant by Depository System ?

The depository concept is similar to the Banking system with the exception that banks handle funds whereas a depository handles securities of the investors. A depository can therefore be conceived of as a “Bank” for securities.

An investor wishing to utilize the services offered by a depository, has to open an account with the depository through the Depository Participant. This is very similar to opening an account with a bank in order to utilize the banking services.

The depository system evolved by the National Securities Depositories Limited (NSDL) and Central Depository Services (India) Limited (CDSL) enables investors to overcome all problems related to handling physical certificates. NSDL and CDSL are organizations formed to provide electronic depository facilities for securities traded. The securities of investors are held in electronic form through the medium of Depository Participants.

- What is a Depository?

A depository is an organization where the securities of a shareholder are held in the electronic form at the request of the shareholder through the medium of a depository participant.

Depositories will perform the following functions through its various participants.

- a) enable surrender and withdrawal of securities to and from the depository (i.e. dematerialization and rematerialization)
 - b) maintain investor holdings in the electronic form
 - c) effect settlement of securities trade on the exchanges
 - d) carry out settlement of trades not done on the stock exchanges (i.e. off-market trades)
- What is meant by Dematerialisation / Rematerialisation?

Dematerialization is a process by which the physical certificates of an investor are taken back by the Company/Registrar and actually destroyed and an equivalent number of securities are credited in the electronic holdings of that investor.

“Rematerialization” is the term used for converting electronic holdings back into certificates.

This is done only at the request of the investor. An investor will have to first open an account with a depository participant and then request for the dematerialization of his certificates through the depository participant so that the dematerialized holdings can be credited into that account. Rematerialisation is exactly the reverse process of dematerialization.

- Who is a depository Participant (DP)?

Similar to the brokers who trade on your behalf in and outside the stock exchanges, a depository participant is a representative (agent) in the depository system. Depository participant will maintain securities account balances and intimate the holder the status of holdings from time to time. According to SEBI guidelines, financial institutions, banks, custodians, stock brokers, etc. can become participants in the depository. Investor will have to obtain statements for his account for securities transactions from DP from time to time.

- What are the benefits of depositing securities in NSDL / CDSL ?

Benefits of converting securities in the electronic form are :

Reduction of risks associated with loss, mutilation, theft and forgery etc.

The paper work required will be reduced to a minimum, while dealing with securities.

Greater liquidity, faster settlement and completion of transaction.

Enhances the acceptability in securities market.

Reduction in transaction cost through greater efficiency.

Faster receipt of corporate benefits/rights attached to the security.

Thus, investor will increasingly find it easy to sell shares.

- How to open an account with a depository participant?

The process of opening an account with a depository participant is similar to the opening of a bank account. A list of depository participants can be obtained from NSDL / CDSL. The depository participants may also advertise the services offered by them once they are registered. Investor will have to approach any depository participant of his choice and fill up an account opening form.

- Whether securities allotted to Investor in public issue can directly be obtained in the electronic form?

In the public issue application form there will be a provision for an investor to indicate the manner in which he wants the securities allotted. However, investor will have to mention his client account number and the name of the depository participant. This will enable the issuer company to credit the securities allotted directly to such investor's demat account.

- How an investor will get the corporate benefits arising out of his holdings, like a bonus / rights or a dividend?

On declaration of any corporate benefit viz. rights or bonus or dividend for a particular security, the depository will give all the details of the clients having electronic holdings of that security as of record date/book closure to the registrar.

The registrar will then calculate the corporate benefits due to all the shareholders.

The disbursement of cash benefits such as dividend/interest will be done by the registrar whereas the distribution of securities entitlements will be done by the depository based on the information provided by the registrar.

In case of discrepancies in corporate benefits, investor can approach respective depository participant who in turn will contact the registrar for clarifications regarding allotment of securities or otherwise.