

# Handbook for Investors



**ESCORTS**

**ESCORTS LIMITED**

**Registered Office: 15/5, Mathura Road, Faridabad 121 003, India**

**Tel.: +91-129-2250222**

**E-mail: [investorrelation@escorts.co.in](mailto:investorrelation@escorts.co.in)**

**Website: [www.escortsgroup.com](http://www.escortsgroup.com)**

**Corporate Identification Number L74899HR1944PLC039088**

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## Fact Sheet

- **Name of the Company** Escorts Limited
- **Corporate Identity of the Company** L74899HR1944PLC039088
- **Registered & Corporate Office Address** 15/5, Mathura Road, Faridabad  
121003, Haryana, India
- **Website** [www.escortsgroup.com](http://www.escortsgroup.com)
- **Investor Contact E-Mail id** [investorrelation@escorts.co.in](mailto:investorrelation@escorts.co.in)
- **Year of in Company** 1944
- **Nature of ownership and legal form** Public Limited Company
- **Financial year** Financial Year 1<sup>st</sup> April to 31<sup>st</sup> March

- **Business Description**

Escorts Group, one of India's leading engineering conglomerates, is a partner of choice for farming and construction equipment in the country. For over seven decades, Escorts has helped accelerate India's socio-economic growth through its presence across high-growth sectors of agriculture machinery, construction and material handling equipment and railway products. Powered by an in-house research and development center and collaborations with global technology leaders, Escorts is committed to contributing towards India's growth story and bringing in quality change in the lives of people.

Driving growth through innovation is the cornerstone of the company's strategy. Escorts has been a harbinger of new and market relevant technology and has introduced several products and services that have helped take the country forward in key growth areas. Following the globally accepted best manufacturing practices with relentless focus on research and development, Escorts has, over the years, developed products that are technologically sound and operationally efficient. Through our engineering vision and initiatives, we have been creating sustainable solutions that help our customers be happier and more productive.

- **Sector that company is engaged in and description of the activities**

1. **Agri-machinery** – Makes Tractor, Implements, Spare parts & Lubes and Engine and Gensets - manufacturing and details about products can be accessed @ <https://www.escortsgroup.com/agri-machinery/>
2. **Construction and Material Handling Equipment** - Manufacturing and details about products can be accessed @ <https://www.escortsgroup.com/construction->

[equipment/](#)

3. **Railway Equipment** Safety and Comfort component supplier to Railways and Metro – Manufacturing and details about product can be access @ <https://www.escortsgroup.com/railway-equipment-division/>

- **Equity Shares of Escorts Limited are listed with following Stock Exchanges:**

<b>Listing</b>	<b>Stock Code</b>
National Stock Exchange of India Ltd. Exchange Plaza, Plot No. C/1, G Block, Bandra-Kurla Complex, Bandra East, Mumbai – 400 051	ESCORTS
BSE Limited Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai - 400 001	500495
Delhi Stock Exchange Limited DSE House, 3/1, Asaf Ali Road, New Delhi – 110 002	00012

- Operational Revenue      Rs. 6,929 Crores (Full Year ended March 31, 2021)  
Rs. 5,761 Crores (Full Year ended March 31, 2020)
- EBITDA                              Rs. 1,129 Crores (Full Year ended March 31, 2021)  
Rs. 676 Crores (Full Year ended March 31, 2020)
- Net Profit                              Rs. 874 Crores (Full Year ended March 31, 2021)  
Rs. 486 Crores (Full Year ended March 31, 2020)

- **What is the workforce strength?**

As of 31<sup>st</sup> March 2021: ~11,000 workforce (including temporary, casual, and contractual workers), who are involved in various responsibilities across hierarchies.

- **Does the company have debt in its balance sheet?**

Company continues to be net debt free with sufficient available liquidity for growth as of 31<sup>st</sup> March 2021

- **What is the credit rating of the company?**

Rating at AA with Stable outlook by ICRA & CRISIL

- **Where can I obtain information on the financial results?**

Financial results can be obtained @ <https://www.escortsgroup.com/investors/financials.html?view=list>

- **Where I can download softcopies of annual reports**

All annual reports can be downloaded @ <https://www.escortsgroup.com/investors/annual-reports.html>

- **What are the policies of the company?**

All policies can be viewed and downloaded @ <https://www.escortsgroup.com/investors/governance.html>

- **Where can I obtain**

- Yearly Stock Market Data
- Monthly Stock Market Data
- Statistics of Dividend Payment

All can be accessed @ <https://www.escortsgroup.com/investors/stock-market.html>

- **Does Company pay dividends & What is the dividend policy?**

Company pays dividends to its shareholders. The policy for dividend distribution can be accessed @

[https://www.escortsgroup.com/templates/escortsgroup\\_home/images/pdf/Dividend-Distribution-Policy.pdf](https://www.escortsgroup.com/templates/escortsgroup_home/images/pdf/Dividend-Distribution-Policy.pdf)

- **Shares in issue** **13,48,34,566** shares as of March 31, 2021

- **Share Holding Pattern**

Can be accessed @ <https://www.escortsgroup.com/investors/shareholding-pattern.html>

## **Investor Relations Policy**

Escorts Ltd. as per its Code of business Conduct ([https://www.escortsgroup.com/templates/escortsgroup\\_home/images/pdf/Escorts\\_COBC\\_Policy\\_V1-2.pdf](https://www.escortsgroup.com/templates/escortsgroup_home/images/pdf/Escorts_COBC_Policy_V1-2.pdf)) and code of conduct for prevention of Insider Trading ([http://www.escortsgroup.com/templates/escortsgroup\\_home/images/pdf/Code-of-Conduct-for-prevention-of-Insider-Trading.pdf](http://www.escortsgroup.com/templates/escortsgroup_home/images/pdf/Code-of-Conduct-for-prevention-of-Insider-Trading.pdf)), discloses information, in accordance with related legal provisions on business operations, and other matters in a timely manner to aforementioned stock exchanges and thereafter to other appropriate communication mediums.

The Company also promotes active communication with a broad range of stakeholders, including shareholders and investors, and fulfill its responsibilities for timely information transparency and accountability in corporate activities.

We constantly endeavour to improve our investor services and benchmark our performance against industry best practices. We have a dedicated investor relations desk, which caters to the interest of the investing community through regular contact and by providing timely communication, engaging global investors and shareholders in ongoing management meetings.

## **Investor Meetings**

On timely basis company reach out to investor outreach by various means, including meetings, virtual Non-Deal Road Show, and conferences. The Chairman and Managing Director, Group Chief Financial Officer, Division CEOs, and Investor Relations team manage and represent Company in interactions with investors, the media, and various governments.

## **Investor Information**

All critical information about our Company is available on our website ([www.escortsgroup.com](http://www.escortsgroup.com)). The site contains a dedicated '**Investor Information**' section where relevant information meant for shareholders is available, including information on the Directors, shareholding pattern, quarterly reports, financial results, annual reports, press releases, details of unpaid/unclaimed dividends and various policies.

The quarterly earnings release is accompanied by an earning call, with the transcript and audio available on the website. Material developments during the quarter that might impact revenue or earnings are intimated to the stock exchanges and through the website. Quarterly results, regulatory filings, transcripts of earnings call, investor relations presentations and schedules of analyst and investor interactions are available at <https://www.escortsgroup.com/investors/overview.html>.

Periodic reminders for unpaid dividends are sent to the shareholders, as per our records; they are also accessible on the website.

## **Investor Contact**

We have a dedicated investor relations desk, which services the interest of the investing community, through regular contact and timely communication – engaging global investors and shareholders in ongoing management meetings.

### **For Queries Related to Financial Statements and Institutional Investor**

#### **Mr. Prateek Singhal**

Financial Analyst & Investors Relations

Escorts Corporate Centre, 15/5, Mathura Road,

Faridabad – 121003

0129-2564921

[investorrelation@escorts.co.in](mailto:investorrelation@escorts.co.in)

### **For Queries related to Retail Shareholders/Dividends & Corporate Governance**

#### **Mr. Vicky Chauhan**

Corporate Secretarial & Law

Corporate Centre, 15/5, Mathura Road,

Faridabad – 121003

0129-2564116, 2564254

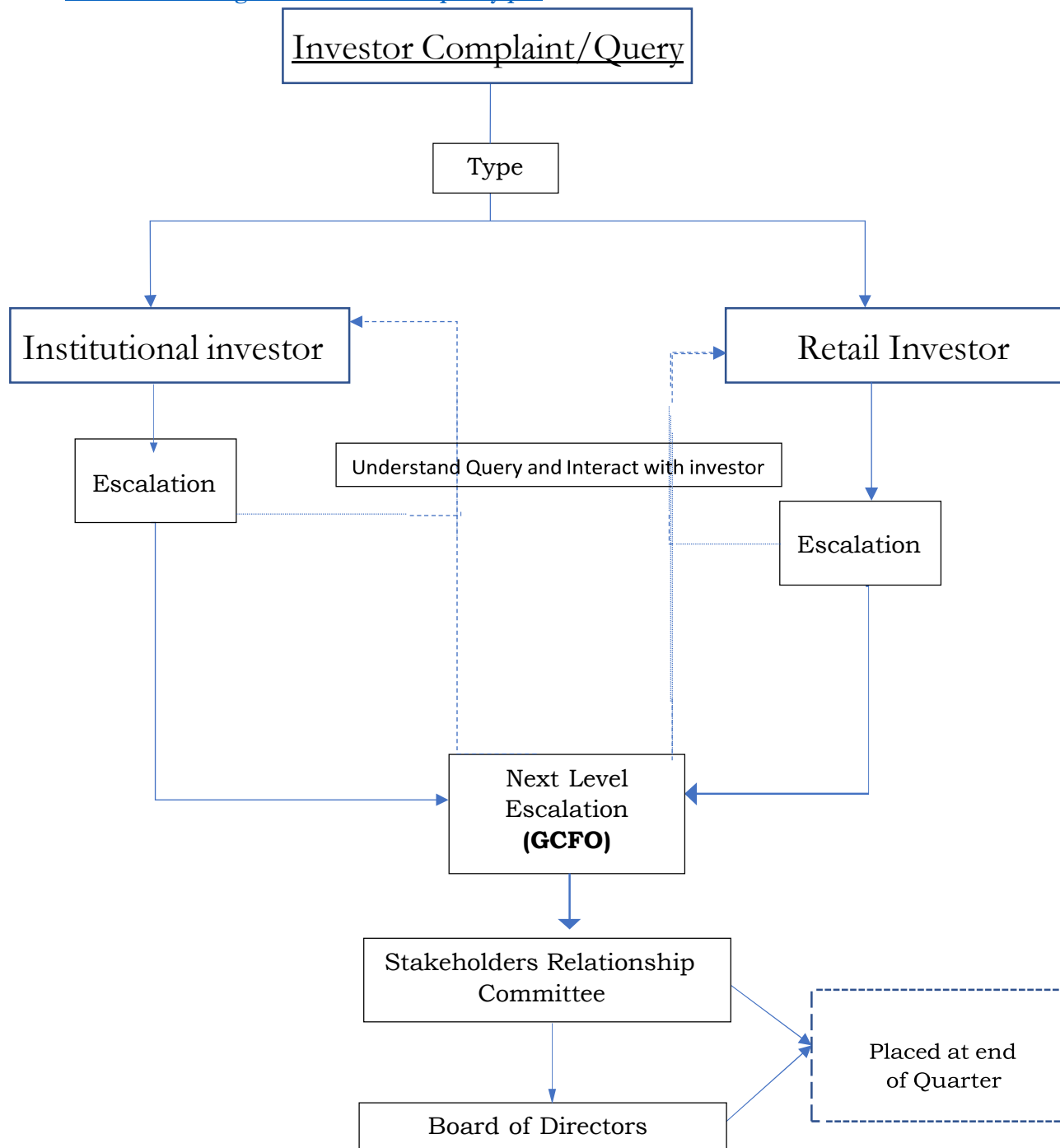
0129-2250060, 2250058

[corpssl@escorts.co.in](mailto:corpssl@escorts.co.in) / [escoshare@escorts.co.in](mailto:escoshare@escorts.co.in)



## Investor Grievance mechanism

Detailed policy @ [https://www.escortsgroup.com/templates/escortsgroup\\_home/images/pdf/23-11-2020-investor-grievance-redressal-policy.pdf](https://www.escortsgroup.com/templates/escortsgroup_home/images/pdf/23-11-2020-investor-grievance-redressal-policy.pdf)



**Investor Grievance mechanism Contact Levels**

1	<p align="center"><u>For queries related to Retail Shareholders/Dividends</u></p>	<p><b><u>Level 1</u></b>  Mr. Vicky Chauhan  Corporate Secretarial &amp; Law  Corporate Centre, 15/5, Mathura Road,  Faridabad – 121003  0129-2564116, 2564254  0129-2250060, 2250058  <a href="mailto:corpsl@escorts.co.in">corpsl@escorts.co.in</a> / <a href="mailto:escoshare@escorts.co.in">escoshare@escorts.co.in</a>  and  KFin Technologies Private Limited  Selenium Building, Tower B, Plot 31-32,  Gachibowli, Financial District, Nanakramguda,  Hyderabad – 500 032  040-67162222  040-23420814  <a href="mailto:einward.ris@karvy.com">einward.ris@karvy.com</a></p> <p><b><u>Level 2</u></b>  Mr. Satyendra Chauhan  Company Secretary and Compliance Officer  Corporate Centre, 15/5, Mathura Road,  Faridabad – 121003  0129-2564117  <a href="mailto:Satyendra.chauhan@escorts.co.in">Satyendra.chauhan@escorts.co.in</a></p> <p><b><u>Level 3</u></b>  Mr. Bharat Madan  Group CFO and Corporate Head  Corporate Centre, 15/5, Mathura Road,  Faridabad – 121003  0129-2564838  <a href="mailto:Bharat.madan@escorts.co.in">Bharat.madan@escorts.co.in</a></p> <p><b><u>Level 4</u></b>  Board of Directors through Stakeholders Relationship Committee  <a href="mailto:ask.board@escorts.co.in">ask.board@escorts.co.in</a></p>
2	<p>For Queries Related to Financial Statements and Institutional Investor Matters</p>	<p><b><u>Level 1</u></b>  Prateek Singhal @ 0129-2564921  Financial Analyst &amp; Investors Relations  Escorts Corporate Centre, 15/5, Mathura Road,  Faridabad – 121003  <a href="mailto:investorrelation@escorts.co.in">investorrelation@escorts.co.in</a> &amp; <a href="mailto:prateek.singhal@escorts.co.in">prateek.singhal@escorts.co.in</a></p> <p><b><u>Level 2</u></b>  Mr. Bharat Madan  Group CFO and Corporate Head  Corporate Centre, 15/5, Mathura Road,  Faridabad – 121003  0129-2564838  <a href="mailto:Bharat.madan@escorts.co.in">Bharat.madan@escorts.co.in</a></p> <p><b><u>Level 3</u></b>  Board of Directors through Stakeholders Relationship Committee  <a href="mailto:ask.board@escorts.co.in">ask.board@escorts.co.in</a></p>

## **FAQs (Frequently asked questions and answers)**

### **1. Dematerialization (DEMAT) on shares?**

The process of converting shares held in physical form into electronic form is known as dematerialization. Under this process securities held by an investor in physical form are converted to an equal number of securities in electronic form and credited into the investor's demat account maintained with Depository Participant (DP).

### **2. What are the advantages of holding securities in dematerialized form?**

The advantages of holding securities in dematerialized form are as following:

- Convenient mode of holding securities, especially in case you are holding shares of many companies.
- Immediate transfer of securities.
- Elimination of risks such as bad delivery, fake securities etc.
- Reduction in paperwork & transaction cost.
- Saving of time – change in address / bank account particulars etc. recorded with DP gets registered electronically with all companies in which the investor holds securities.
  - Facilitates direct credit of shares in case of allotment under IPO, Rights, Bonus, Split etc.

### **3. Why should I demat shares of ESCORTS? Is dematerialization compulsory for trading in ESCORTS Shares?**

SEBI has made it compulsory for all investors to settle their trades in ESCORTS shares only in electronic form. Hence, shareholders intending to trade in ESCORTS shares are required to hold the same in electronic form.

### **4. How can I dematerialize my share certificate(s)?**

Procedure for dematerialising the shares held in physical form is provided here under:

- **Open** a beneficiary account with a DP registered with SEBI and with any one of the depositories i.e., NSDL or CDSL.
- **Submit** the Dematerialization Request Form (DRF) (in triplicate) to your DP duly filled in and signed, along with share certificate(s) in original and other requisite documents.
- **Obtain** an acknowledgement from your DP.
- On receipt of aforesaid DRF, your DP will generate a Dematerialization Request Number (DRN) and will electronically transmit the same to ESCORTS through the concerned Depository.
- Simultaneously, DP will send the physical certificate(s) with the original DRF to HFDC for verification and confirmation.
- The Company, on receipt of DRF and share certificate(s), will process the said request.

### **5. Can shares held jointly in physical form be dematerialised, if the sequence of names mentioned in certificate differs from the sequence of names as per demat account?**

Yes, for this purpose you need to submit duly signed transposition form along with the DRF and share certificate(s) to your DP.

**6. Is pledge of dematerialized shares possible?**

Yes, dematerialised shares can be pledged for the purpose of availing of any loan/ credit facility or collateral arrangement with banks/ financial institutions.

**7. Are shareholders holding shares in dematerialized form, eligible to receive Annual Report and attend General Meetings?**

Yes, shareholder holding shares in dematerialized form are entitled to receive dividend, notices, annual report, attend general meetings and participate and vote thereat to the extent of their shareholding.

**8. Whom should I inform change in my address, bank account details etc. in respect of shares held in demat form?**

All request/ communication regarding change in address, bank account details, National Electronic Clearing Service (NECS) mandate, registration of nomination etc. should be addressed to your DP directly.

**9. Whom should I contact in case of non-receipt of dividend, bonus etc.?**

Since dividend, bonus and other corporate benefits are declared / issued by the Company, you need to contact representatives as mentioned above in 'investor contact' section, quoting your beneficiary account number (i.e., Client ID) and DP ID.

**10. What are the documents which I need to submit to the Company in case the request for dematerialisation of my shares submitted to the DP is rejected?**

The list of documents required to be submitted by you to the Company are mentioned below. However, please note that the Company may reject your request received by it from the DP in case your details viz, signature name, address etc. does not match with the records of the Company.

The list of documents required to be submitted by you to the Company in such instances is as below:

- Signature and address verified by the Banker on their letterhead/our format, along with cancelled cheque with name printed on it of the same bank account and any self-attested copy of proof of address (valid Passport/ Aadhar Card/ Driving License/Voter's id card)/identity and duly notarised affidavit on stamp paper of Rs.100 for current signature, as per format.
- Duly notarised copy of the Marriage Certificate/ Govt. Gazette Notification for name variation.
- Duly notarised affidavit on stamp paper of Rs.100 for name variation.
- Newspaper cutting of the public notice for name variation in English and vernacular newspapers in the region of my residence along with duly notarised affidavit on stamp paper of Rs.100 for name variation.

Further, in case of enhanced due diligence, following documents are required by the Company

\* Self attested copy of proof of old and new address of the shareholder.

\* Bank statement / passbook attested by the banker where dividends are encashed

**11. What are the documents which I need to submit to the Company in case the request for rematerialisation of my shares submitted to the DP is rejected?**

- Client Master List
- Signature and address verified by the banker on their letterhead along with cancelled cheque with name printed on it of the same bank account and any self-attested copy of proof of address/identity and duly notarised affidavit on stamp paper of Rs.100 for current signature, as per format.

Kindly contact Investors Relation Center for specimen of Affidavit.

**12. What is rematerialisation of shares?**

It is the process through which shares held in electronic form are converted into physical form.

**13. What is the procedure for rematerialization shares?**

Procedure for rematerialisation of shares is as follows:

- Shareholders should submit the duly filled in Rematerialisation Request Form (RRF) to the concerned DP.
- DP intimates the relevant Depository of such requests.
- DP submits RRF to the Company's R&TA.
- DP will generate a Remat Request Number (RRN) and the said RRN is electronically transmitted to the Company/ Registrar and Transfer Agent (RTA) through the concerned Depository.
- ESCORTS on receipt and verification of RRF, allots the folio number to the concerned shareholder and prints the share certificate.
- ESCORTS sends the share certificate to the concerned shareholders through Registered AD.
- Depository updates the beneficiary account of the shareholder by deleting the shares so rematerialised.

**14. How do I get my dividends on dematted shares? Will I get the Annual Report after I demat my shares? Will I be able to attend the AGM?**

On the record date, the DPs will provide a list of demat account holders indicating the number of shares held in electronic form (known as Benpos – Beneficiary Position). On the basis of Benpos, the Company will make dividend payments in favour of the demat account holders.

The rights of the shareholders holding shares in demat form are at par with holders of shares in physical form. Hence, you will be eligible to procure the annual report and can rightfully attend the AGM as a shareholder, participate and vote to the extent of your shareholding.

It is advisable to link your bank account to your demat account so that the dividend can be directly credited to your bank account electronically.

**15. What are the chances of any fraud/disputes in using a demat account? Whom should I approach in such cases?**

Common risk factors applicable to trading in physical shares like mismatch in signatures, loss in postal transit, etc., are absent since dematted shares are traded scrip-less. However, in the unlikely event of any dispute, your DP would have to be approached for resolution of the same.

**16. Whom should I inform change in my address, bank account details etc. in respect of shares held in demat form?**

All request/ communication regarding change in address, bank account details, NECS mandate, registration of nomination etc. should be addressed to your DP directly.

**17. Why can't the Company take request for change of details recorded in the demat account?**

As per the Depository Regulations, the Company is obliged to take on record the details of demat shareholders furnished by the concerned DP. The Company cannot make any change in such records received from the depository.

**18. Whom should I contact in case of non-receipt of dividend, bonus etc.?**

Since dividend, bonus and other corporate benefits are declared / issued by the Company, you need to contact the Company/ its Registrar quoting your beneficiary account number (i.e. Client ID) and DP ID.

## **Regarding Dividend**

Company pays dividends to its shareholders. The policy for dividend distribution can be accessed @

[https://www.escortsgroup.com/templates/escortsgroup\\_home/images/pdf/Dividend-Distribution-Policy.pdf](https://www.escortsgroup.com/templates/escortsgroup_home/images/pdf/Dividend-Distribution-Policy.pdf)

### **1. I have not received my dividend. What action do I take?**

You may write to the Company and/or its Registrar furnishing the years for which the dividend is not received along with PAN and cancelled cheque, for registration of your PAN / bank mandate, in case if it is not already registered.

Also quote your folio number/client ID particulars (in case of dematerialised shares). We will verify the documents and based on our records credit the unclaimed dividend amount to your registered bank account if the dividend remains unpaid in the records of the Company.

### **2. Can I claim old dividends relating to past years that I have not received?**

As per the Companies Act, 2013, dividends that are unclaimed for a period of seven years, statutorily get transferred to the Investor Education and Protection Fund (IEPF) administered by the Central Government and thereafter can be claimed by shareholders from IEPF. To ensure maximum disbursement of unclaimed dividend, the Company sends reminders to the concerned shareholders before transfer of dividend to IEPF.

### **3. In order to protect against fraudulent encashment, I want to incorporate the details of my bank account in my dividend warrant. What is the procedure that I should follow?**

If you hold shares in physical form, please submit the NECS Mandate form, which can be downloaded from the website, duly executed along with original cancelled cheque to the Company/its Registrar which will be incorporated in all your future dividend payments.

However, if you hold the shares in demat form, these details will have to be provided to the DP with whom you have a demat account.

### **4. What is National Electronic Clearing Service (NECS)?**

Under this system, you can receive your dividend electronically by way of direct credit to your bank account. This avoids a lot of hassles like loss, postal delay, fraudulent interception of dividend warrants during postal transit. This also expedites payment through credit to your account compared to dividend warrants in the physical form. We would strongly recommend that you opt for NECS, if you have not done so already.

### **5. How can I avail of the NCES facility?**

If you are holding shares in physical form, you are required to submit the NECS form, which can be downloaded from our website, duly completed along with original of cancelled cheque leaf and we shall take due note of the same in our records. All subsequent dividends will be paid to you through direct credit to your bank account.

If you are holding shares in demat form, you may approach your DP for updating NECS mandate.

## 6. Is the NECS facility available across the country?

Yes.

### Regarding changes of address

#### 1. How can I record a change in my address?

In case you hold shares in physical form, please submit your application in writing duly signed by the shareholder, quoting your folio number, old address, new address along with a self-attested copy of the proof of new address e.g., ration card, valid passport, MTNL/ BSNL telephone bill or electricity bill (not older than 6 months), driving licence, rent receipt or leave and licence agreement.

In case you are holding the shares in Demat form, request for change of address should be addressed to your DP only.

#### 2. Can there be multiple addresses for a single folio?

No. There can be only one registered address for one folio.

#### 3. Can my Power of Attorney (POA) holder submit an application to effect a change in my address?

Yes, if the POA has been registered with the Company/its Registrar and if such POA contains a provision authorizing the constituted Attorney to instruct companies to record change in your address. In case the POA has not been registered, POA holder is required to submit a certified true copy of the POA along with his application for effecting change in your address.

You can submit your application in writing to the Company/its Registrar, duly signed by all the shareholders requesting for inter-change of names, enclosing therein all the share certificate(s) held under a particular folio.

- Your application should clearly state the order in which the name(s) should appear in the folio.
- Can also be done at the time of Dematerialisation of shares.

## TRANSPOSITION OF NAMES

### 1. What is Transposition?

Transposition is the process of interchanging the order of names given in the share certificate in respect of shares held under a folio by shareholder(s).

### 2. What is the procedure for transposition of shares of Escorts?

The procedure for transposition of shares of Escorts is as follows:



- You can submit your application in writing to the ISD, duly signed by all the shareholders requesting for inter-change of names, enclosing therein all the share certificate(s) held under a particular folio.
- Your application should clearly state the order in which the name(s) should appear in the folio.
- Can also be done at the time of Dematerialisation of shares.

## ISSUE OF DUPLICATE CERTIFICATE

### 1. What is the procedure to obtain duplicate share certificate(s)?

The following documents are required to be submitted by you for obtaining the duplicate share certificate:

- An affidavit on a non-judicial stamp paper of Rs.100/- duly declared before a Magistrate or a Notary Public under his official seal, after filling in the necessary particulars in the standard questionnaire “Form A” which is also to be notarized with the same date of affidavit (format is available for download on the website).
- An Indemnity Agreement on a non-judicial stamp paper of Rs.500/- duly executed along with a surety of appropriate standing from other than the family members. The duly executed surety form and income proof of surety have to be notarized by a notary public. The surety holder must have the income more than the value of the shares (format is available for download on the website).
- Self-attested copy of proof of identity like PAN card/Passport/Voter ID Card of surety duly attested by Notary required.
- Self-attested photocopy of shareholder’s PAN Card duly attested by notary/gazette officer.
- Shareholder’s self-attested photocopy of proof of residence like Electricity Bill/Telephone Bill/Water Bill/ Passport Copy/ Voter ID Card duly attested by notary/gazette officer.
- Attested true copy of the F.I.R. / Police Complaint lodged at your Local Police station regarding loss of shares mentioning the full details of the shares lost. If the FIR/Police complaint is being issued in other than English / Hindi, then the notarized translated copy in English has to be enclosed along with the same.
- A notice regarding loss of shares duly published in leading newspaper circulating widely or in state Government Gazette (format is available for download on the website).
- Request letter duly signed by shareholder for issue of duplicate share certificate(s).

NOTE: Please note that while sending any notarized documents, kindly ensure that the notary indicates the serial number of the inward and date under which the documents have been entered / registered with them. The date of execution of the documents and the serial number with date mentioned by the notary under which the documents registered with the notary must bear the same date.

### 2. What action should I take if I retrieve the original share certificate, which I had reported to the Company to be lost?

Please surrender the original share certificate to the Company/ its Registrar immediately if duplicate share certificates have been issued. However, if the original share certificates are found before you comply with the procedure for obtaining duplicate share certificates, please inform the Company/ its Registrar immediately so that we can remove the caution note from your folio immediately.

**3. What is the procedure for replacement of share certificate(s) in lieu of torn, defaced or mutilated share certificate(s)?**

Please submit your application in writing to the Company/ its Registrar, duly signed by all the shareholders, requesting for replacement of share certificate(s), enclosing therein the torn, defaced, or mutilated share certificate(s).

**4. Additional documents required to be submitted in case of variation of name appearing on share certificates and on the documents submitted**

The following additional documents are required:

- Duly notarised copy of Marriage Certificate/ Gazette Notification
- Duly notarised affidavit for name variation on stamp paper of Rs.100 (format is available for download on the website).
- Newspaper cutting of the public notice for name variation in English and vernacular newspapers in the region of residence of the shareholder

## **UNCLAIMED SHARES UNDER LISTING REGULATIONS**

### **1. What are the regulatory provisions and procedure governing unclaimed shares?**

As per Regulation 39 of the Listing Regulations read with Schedule VI thereto:

- a) Shares issued in dematerialised form pursuant to a public issue or any other issue, which remain unclaimed, shall be credited to a demat suspense account opened by the company for this purpose with one of the depository participants.
  
- b) Shares issued in physical form pursuant to a public issue or any other issue, which remain unclaimed, shall be transferred into one folio in the name of 'unclaimed suspense account' and shall be dematerialised in the unclaimed suspense account opened by the company for this purpose with one of the depository participants.

Any corporate benefits accruing on such shares, viz., bonus shares, splits, etc., shall also be credited to such demat suspense account or unclaimed suspense account, as applicable, for a period of seven years and thereafter shall be transferred in accordance with the provisions of applicable laws. The voting rights on such unclaimed shares shall remain frozen till the rightful owner claims the shares.

### **2. What is the status of compliance by the company with regard to these provisions?**

In terms of Regulation 34 of the Listing Regulations read with Schedule V thereto, details relating to aggregate number of shareholders and the outstanding shares in the suspense account lying at the beginning of the year, number of shareholders who had approached the Company for transfer of shares from suspense account during the year, number of shareholders to whom the said unclaimed shares were transferred from the suspense account during the year, and the aggregate number of shareholders and the outstanding shares in the suspense account lying at the end of the year, have been set out in the Corporate Governance Report. The voting rights on the shares in the suspense account shall remain frozen till the rightful owners claim the shares.

## **Registrar and Share Transfer Agent**

The Share Transfer and related activities are being carried out by M/s KFin Technologies Private Limited (earlier Karvy Fintech Private Limited), Registrar and Share Transfer Agent from the following address: -

### **M/s KFin Technologies Private Limited**

Tower B, Plot No. 31-32, Selenium Building, Gachibowli,  
Financial District, Nanakramguda, Hyderabad-500032, Telangana

## Rights of Shareholders

Escorts Limited equity shares are listed on the Bombay Stock Exchange, National Stock exchanges and Delhi Stock Exchange

Company has always ensured that the interests of its shareholders are served with the highest priority in line with its objectives and principles. It has consistently ensured that shareholders are empowered and has always endeavoured to honour their statutory rights, some of which are listed below –

- Receive share certificates, on allotment or transfer or transmission of shares, as the case may be, within the prescribed time
- Nomination of shares in favour of any person on whom such shares would vest upon death of the shareholder(s)
- Free transfer of shares
- Raise grievances, if any and seek a solution within stipulated time.
- Be informed through timely and correct disclosures
- Receive correspondence from the Company
- Receive financial statements, reports and notices convening general meetings prior to the date of the concerned general meetings and in accordance with stipulated regulations.
- Right to call for general meetings
- Right to inspect registers and books
- Attend and speak at general meetings and propose resolutions
- Appoint and remove directors and auditors
- Receive corporate benefits like dividend and bonus shares as and when declared and announced
- Vote either in person or in proxy or through corporate representation at the general meeting and demand a poll
- Vote where a resolution is sought to be passed through postal ballot
- Voting Rights
- In accordance with the applicable laws, the Company provides the facility of remote e-voting to its shareholders, in respect of all shareholders' resolutions. The e-voting facility is also extended at the venue of the general meeting for shareholders who have not casted their votes through remote e-voting. E-voting operates on the principle of 'One Share-One Vote'. When a resolution is assented to by a requisite majority of shareholders, it shall be deemed to have been duly passed.
- To inspect various registers of the Company, minute books of general meetings and to receive copies thereof after complying with the requirements prescribed in applicable laws.
- Protection of minority shareholders from abusive actions by, or in the interest of, controlling shareholders acting either directly or indirectly, and effective means of redress.

**For any queries/suggestions, one can write to [investorrelation@escorts.co.in](mailto:investorrelation@escorts.co.in) and we will revert accordingly.**