

INVESTOR INFORMATION KIT/ Q &A

A. Contact Details

Q Whom should I contact for any information or assistance on share related matters, including Dematerialization / Rematerialization, Transfer, Transmission of Shares, Sub-division or Consolidation of Shares, Issue of Duplicate Share Certificates, Unclaimed / Non-Receipt of dividend?

A Please get in touch with our Registrar & Transfer Agents (RTA),
Amtrac Management Services Limited
Nasik Processing Unit
Plot No. 101/102, 19th Street, MIDC, Satpur
Nasik – 422 007
Tel:- (0253) 2354032 / 2363372
Fax :- (0253) 2351126
(From Mumbai, the dialing code is 95253 instead of 0253)
e-mail ID :- amtrac_nsk@sancharnet.in

Mumbai Administrative Office
008, Ground Floor, Peninsula Centre
Dr. S. S. Rao Road, Parel
Mumbai – 400 012
Tel:- (022) 24105685
Fax :- (022) 66618788

For any queries/clarifications, investors may contact the following officials :-

Mr. Kausik Nath
General Manager – Group Legal & Company Secretary
Peninsula Spenta
Mathuradas Mills Compound
Senapati Bapat Marg
Lower Parel, Mumbai 400 013
Tel :- (022) 66154651 – 53
Fax :- (022) 6615 4593
e-mail ID – investor@peninsula.co.in

B. Listing and Share Capital

Q Which are the Stock Exchanges where the Equity Shares of the Company are listed?

A The Company's equity shares are listed on two Stock Exchanges: Bombay Stock Exchange Limited (BSE) and National Stock Exchange of India Limited (NSE).

The BSE Stock Code is **503031**
and NSE Stock Code is **PENINLAND**

Q What is the Company's Equity Share Capital?

A As at 30th September, 2008, the paid-up equity share capital of the Company is Rs. **55,84,02,440/-** comprising **27,92,01,220** Equity Shares of Rs.2/- each, of which about **97.59%** of the shares are in dematerialized form.

C. Change of address

Q If there is a change in address what is the procedure to get it recorded?

A If the shares held by you are in physical form, please send a request letter signed by the shareholder (first named shareholder in the case of joint-holders) giving the new address together with the Pin Code to our RTA or to the Company. Please quote your folio number without fail. In case the shares held are in demat mode, the change of address be intimated to your Depository Participant (DP).

Q Can joint-holders request for a change of address?

A No. The letter of request will require the signature of only the first holder.

Q Can there be multiple addresses for a single folio?

A One cannot have multiple addresses for a single folio. There can be only one registered address for one folio.

Q Can shareholders consolidate their shareholding in one folio?

A Yes, Shareholders having multiple folios in identical names may apply to RTA for consolidation of their Shareholding under different folios into one folio together with relevant share certificates. This would facilitate one-stop tracking of all corporate benefits on the shares and would reduce time and efforts required to monitor multiple folios.

Q What details should non-resident Indian shareholders intimate to the Company/ RTA?

A Non-resident members are requested to immediately notify the following to the Company in respect of shares held in physical form and to their DPs in respect of shares held in demat form:

- Indian address for sending all communications, if not provided so far
- Change in their residential status on return to India for permanent settlement
- Particulars of their bank account held with a bank in India, if not furnished earlier

- RBI permission number with date to facilitate prompt credit of dividend in their bank accounts
- E-mail ID, Tel. Nos., Fax Nos., if any

**Name and address
of depositories**

National Securities Depository Ltd
Trade World, 4th & 5th Floor, Kamala Mills Compound,
Senapati Bapat Marg, Lower Parel,
Mumbai - 400 013
Tel: 022-24994200 (60 lines)
Fax: 022-24972993 / 24976351
Email: info@nsdl.co.in
Website: <http://www.nsdl.co.in/>

Central Depository Services (India) Ltd
Phiroze Jeejeebhoy Towers, 28th Floor,
Dalal Street, Mumbai - 400 023
Tel: 022-22723333 / 22723224
Fax: 022-22723199
Email: investors@cDSLindia.com
Website: <http://www.cdslindia.com/>

D. Change of Status

Q In case I have changed my status from 'Resident' to a 'Non-Resident' what are the implications. How will I ensure that the payments are repatriated outside India?

A In the event, your residential status has changed to that of a Non-Resident and sale proceeds of the Shares or dividend payments are sought to be repatriated outside India, please obtain prior permission from the Reserve Bank of India through your banker in India and submit to the Company.

Where the sale proceeds and/ or dividend payments are not sought to be repatriated, a duly completed Form of Undertaking would be required to be submitted to the Company.

Please note that the change of status is effected only when the signature of the registered shareholder(s) on the request letters matches with the specimen signatures recorded with the Company.

Note: Ensure to mention the Non-Resident Ordinary (NRO) account number with the banker in India to facilitate payment of dividend.

Q What is the procedure to be followed if my status has changed from 'Non-Resident' to 'Resident'?

A In the event of a change of status from Non-Resident to Resident, you are required to intimate RTA of the local communication address in India.

E. Annual General Meetings & dividends for the last 3 years

Q Please give the details of the Annual General Meetings held over the last 3 years.

- A**
- I. The 136th AGM of Peninsula Land Limited was held on 13th August, 2008 at Walchand Hirachand Hall Indian Merchants' Chamber Building, Churchgate Mumbai – 400 020.
- II. The 135th AGM of Peninsula Land Limited was held on 21st September, 2007 at Walchand Hirachand Hall Indian Merchants' Chamber Building, Churchgate Mumbai – 400 020.
- III. The 134th AGM of Peninsula Land Limited was held on 29th December, 2006 at Walchand Hirachand Hall Indian Merchants' Chamber Building, Churchgate Mumbai – 400 020.

Q Please give information regarding last 3 years Dividend Pay out

A

Year	Dividend
2008	40%
2007	30%
2006	25%

F. Dividend

Q What action should I take in case I have not received my dividend?

- A** Please write to the RTA quoting the name of our Company furnishing the particulars of the dividend not received and also quoting your folio number (in case of physical shares) / DP ID and Client ID particulars (in the case of dematerialized shares). The RTA will verify the records and provide you with the status, or you can also write to the Company.

Q What is the procedure for obtaining a duplicate dividend warrant?

- A** If the dividend warrant is still shown as unpaid in the Bank Statement, the RTA will send the format of indemnity and the procedure to be followed. On receipt of which the duplicate dividend warrant / draft shall be issued.

Q Can we claim old dividends relating to past years which have not been received by me?

- A** Under the present law, dividends declared prior to the year 1995, if found unpaid / unclaimed, such amounts are required to be transferred to the Central Government and the dividend amount can be claimed from the Central Government. In respect of unpaid / unclaimed dividends issued subsequent to the year 1995 and if the dividends are more than 7 years old, such dividends are to be transferred to Investor Education and Protection Fund and cannot be claimed. If you have not received any of these dividends, you may please write to the RTA

with relevant particulars like folio number/DP ID and Client ID particulars, dividend details etc., and they shall clarify the status and the Company will arrange to pay the dividend, if it has remained unpaid as per records.

Q In order to protect against fraudulent encashment, can I get the details of my bank account incorporated on my dividend warrant? If so, what is the procedure that I should follow?

A Currently the bank account particulars are being overprinted on the dividend warrants wherever available and in the absence of the same, complete address is printed to avoid possible fraudulent encashment. In case you have not provided your bank account details in the past or wish to change, please forward a communication as stated below

a) If you are holding shares in physical form, please quote the name of the Company and give your folio number, details of name of your bank, branch name, account number and a cancelled copy of the cheque leaf to RTA and they will incorporate them in all your future dividend warrants.

b) If you are holding the shares in dematerialised form, such details have to be given to your Depository Participant with whom you have a demat account. Your Depository Participant in turn will pass on this information to the RTA through the Depositories i.e. NSDL/CDSL. This procedure is in accordance with depository regulations.

Q Why can't the Company/RTA take on record the bank details in case of dematerialised shares?

A Under the Depository Regulations, the Company concerned is obliged to pay dividend as per the details of demat shareholders furnished by the concerned Depository Participant. The Company or their RTA's cannot make any change in such records received from the Depositories. Therefore, the shareholders are requested to keep their bank particulars updated with the concerned DP.

Q Can one authorize its bankers to receive dividends?

A On furnishing the name and address of the bankers with the correct folio number, the instructions will be recorded by the RTA and the warrant shall be despatched to the mandatee. Please note this procedure is applicable only if your shares are held in physical form.

Q What is Electronic Clearing Service (ECS)?

A Under this system, one can receive dividend electronically by way of direct credit to their bank account rather than receiving the same through post. This avoids a lot of hassles like loss/fraudulent interception of dividend warrants during postal transit. This also expedites payment through credit to the account compared to dividend warrants in physical form. Under this option, shareholder's bank account is directly credited and an advice thereof is issued by the Company after the transaction is effected. The concerned bank branch credits the shareholder's account and indicates the credit entry as "ECS" in his / her passbook / statement of account. If any investor maintains more than one bank account, payment can be received at any one of his / her accounts as per the preference of the shareholder. The shareholder does not have to open a new bank account for this purpose.

Format of the ECS form is also available on the website of the Company.

Q What are the benefits of ECS?

A Some of the major benefits are :

- a. Shareholder need not make frequent visits to his bank for depositing the physical paper instruments.
- b. Prompt credit to the bank account of the investor through electronic clearing.
- c. Fraudulent encashment of warrants is avoided.
- d. Exposure to delays / loss in postal service avoided.
- e. As there can be no loss in transit of warrants, issue of duplicate warrants is avoided.

Q How can one avail of the Electronic Clearing Service facility?

A In case you are holding shares in physical form, you should submit the ECS form duly completed together with a photocopy of a leaf of your cheque as advised in the form to our RTA/ Company. As a result, all subsequent dividends will be paid to you through direct credit to your bank account. However, if the shares are in dematerialised form, please get in touch with your DP.

Q Is the ECS facility available across the country?

A No. The Reserve Bank of India has enabled ECS facility at selected cities only. This facility is being provided by most of the companies to the cities where there is a large concentration questions viz., Ahmedabad, Bangalore, Bhubaneswar, Chandigarh, Chennai, Coimbatore, Delhi, Guwahati, Hyderabad, Jaipur, Kanpur, Kolkata, Lucknow, Ludhiana, Mumbai, Nagpur, Patna, Pune, Surat, Trivandrum and Vadodara.

The Reserve Bank of India may extend, this service to some more centres.

Q Can ECS facility be opted out by investors?

A Investors have a right to opt out from this mode of payment by giving an advance notice of four weeks, prior to payment of dividend, either to the Company's RTA or to the concerned DP, as the case may be.

G. Transfer of Shares

Q I have purchased Peninsula Land Limited equity shares from the market. How do I get them registered? How long will it take?

A You will have to send the share certificates together with the Share Transfer Deed in the prescribed Form 7B, (available with Stock Exchange/Share Brokers) duly filled in, executed and stamped by franking @ 0.25% of the consideration amount on the date of execution of the

transfer deed.

The share certificates, together with the Share Transfer Deed, should be sent to our RTA viz., Amtrac Management Services Limited at their Nasik Processing Office or at Mumbai Administrative Office. For any queries/clarifications, investors can also write to Mr. Kausik Nath, General Manager – Group Legal & Company Secretary at investor@peninsula.co.in.

It takes approximately 20 days, from the date of receipt, for processing the transfer. Once the transfer is registered in our books, the share certificates are despatched.

If you do not receive them within the abovementioned period, please contact the RTA.

Q What should I do in case the transfer form is returned with objection?

A You need to immediately proceed to get the errors / discrepancies corrected by contacting the seller either directly or through your broker. After rectification, the same can be resubmitted for effecting transfer. In case, the errors are non rectifiable, you have recourse to the seller and his broker through the Stock Exchange to get back your money. However, in case of off market transactions, matters should be settled with the seller only.

Q Can shares be transferred to a minor, Hindu Undivided Family, Firm, Trust, etc.?

A Yes, the shares can be transferred to a minor. In such a case, the share transfer deed is required to be signed by the natural guardian on behalf of the minor.

In the case of Hindu Undivided Family (HUF), shares can be transferred in the name of the Karta of HUF, in the case of a Firm, shares can be transferred to a partner of the firm and in the case of a Trust, shares can be transferred to a trustee of the trust.

Q What is the stamp duty payable on shares? Where do I get these stamps?

A The stamp duty applicable on share transfer is at 0.25% of the consideration amount on the date of execution of the transfer deed. Stamping shall be by way of franking at the designated outlets in your area. Your sharebroker can also help you in this regard.

Q How do I ensure that the Transfer Deed is complete before sending it to the company?

A Please fill in all the columns of the transfer deed, sign by the transferor(s), transferee(s) and witness at appropriate places and pay stamp duty @ 0.25% of the consideration amount on the date of execution of the transfer deed. Please ensure that the transfer deed is duly filled in and executed as explained, to avoid any discrepancy/objection on lodgement.

Q I want to add another joint-holder name to my shareholding. What is the procedure that I should follow?

A You have to execute a transfer deed, duly stamped and submit the same to RTA for transfer.

Please note that such addition of name amounts to change in ownership of shares and the procedure for transfer has to be followed.

Q What is the procedure for transfer of shares in the case of Non Residents?

A In the case of transfer of shares by Non Residents, the normal procedure for transfer of shares has to be followed.

Q I have purchased Peninsula Land's shares long back but I forgot to get them transferred in my favour. What is the procedure that I should follow now?

A A transfer deed is valid for a period of one year from the presentation date indicated in the stamp affixed by the Registrar of Companies on the upper portion of the deed or the closure date of Register of Members immediately after the presentation date, whichever is later. Please check whether your transfer deed is still valid. If so, submit the transfer deed duly executed and stamped along with share certificates to RTA for transfer in your favour.

If the validity period of the transfer deed has expired, you will have to approach the Registrar of Companies for extending the validity of the transfer deed. Alternatively, you may approach the registered holder/seller whose signatures are appearing on the transfer deed as seller to execute fresh transfer deeds. Thereafter you may submit the fresh/revalidated transfer deed to the RTA for transfer.

Q I have received shares by way of gift. How to get it registered in my name and does it attract stamp duty?

A The procedure for registration of shares gifted (in physical form) is same as the procedure for a normal transfer. The stamp duty payable for registration of gifted shares is 0.25% of the face value or the market value of the shares prevailing as on the date of the document, if any, conveying the gift or the date of execution of the transfer deed, whichever is higher. The procedure for registration of shares gifted (in dematerialized form) is the same as the procedure for transfer of shares in dematerialized form in off market mode.

H . Dematerialisation/ Rematerialisation of shares

Q What is Demat and what are its benefits?

A Dematerialisation ('Demat' in short form) signifies conversion of a share certificate from its present physical form to electronic form for the same number of holding.

It is a direct application of scope provided by the tremendous progress made in the area of Information Technology whereby voluminous and cumbersome paper work involved in the scrip based system is eliminated.

It offers scope for paperless trading through state-of-the-art technology, whereby share transactions and transfers are processed electronically without involving any share certificate or transfer deed after the share certificates have been converted from physical form to electronic form.

Demat attempts to avoid the time consuming and complex process of getting shares transferred in the name of buyers as well its inherent problems of bad deliveries, delay in processing/fraudulent interception in postal transit, etc.

Dematerialisation of shares is optional and an investor can still hold shares in physical form. However, as per the directions of SEBI, he/she has to dematerialise the shares if he/she wishes to sell them through the Stock Exchanges. Similarly, if an investor purchases shares, he/she will get delivery of the shares only in demat form.

The Depositories Act, 1996 has been enacted to regulate the matters related and incidental to the operation of Depositories and demat operations. Two Depositories are in operation - National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL).

Q How does the Depository System operate?

A The operations in the Depository System involve the participation of a Depository, Depository Participants, Company/RTA's and Investors. The Company is also called the Issuer.

A Depository (NSDL or CDSL) is an organisation like a central bank, i.e. Reserve Bank of India where the securities of an investor are held in electronic form, through depository participants.

A Depository Participant is the agent of the Depository and is the medium through which the shares are held in the electronic form. They are also the representatives of the investor, providing the link between the investor and the Company through the Depository.

To draw an analogy, the Depository system functions very much like the banking system. A bank holds funds in accounts whereas a depository holds securities in accounts for its clients. A bank transfers funds between accounts whereas a depository transfers securities between accounts.

In both the systems, the transfer of funds or securities happens without the actual handling of funds or securities. Both the banks and the depository are accountable for safe keeping of funds and securities respectively. The Company has to sign an Agreement with NSDL/CDSL (the depositories) and install the necessary hardware/software for operations.

Q How do I dematerialize my shares?

A First, you will have to open a Beneficiary account with a Depository Participant (DP) and get a unique Client ID number. Thereafter, you will have to fill up a Dematerialisation Request Form (DRF) provided by the DP quoting the **ISIN No : INE138A01028** signed by all the holders with the names and signatures in the same order as appearing in the concerned certificate(s) and the Company records. Obtain acknowledgement from the DP on surrender of the physical shares intended to be dematerialized.

The DP upon receipt of the share certificate(s) and the DRF will send an electronic request to the Company through the Depository for confirmation of demat. Each request

will bear a unique transaction number.

The DP will simultaneously surrender the DRF and the share certificate(s) to the Company with a covering letter requesting the Company to confirm demat. The Company after necessary verification of the documents received from the DP, will confirm dematerialisation to the Depository.

This confirmation will be passed on from the Depository to the DP, which holds your account. After receiving this confirmation from the Depository, the DP will credit your account with the shares so dematerialised. The DP will hold the shares in the dematerialised form thereafter on your behalf as your Trustee and you become beneficial owner of these dematerialised shares.

Steps involved in dematerialisation of shares:

- the shareholder fills out a Dematerialisation Request Form (DRF) and surrenders the share certificate(s) together with the DRF to the DP
- the DP intimates the RTA of this request through the system of NSDL/CDSL
- the DP submits the share certificate(s) and the DRF to the RTA
- the RTA updates the Register of Members and then validates the request after defacing the share certificate(s)
- the Depository credits the DP's account
- the DP updates the investor's demat account and informs the shareholder

At present, no stamp duty has to be paid on transfer of shares in demat form.

Q Once my shares are dematerialised, can I ever get them converted into physical shares?

A If you are holding shares in electronic form, you still have the option to convert your holding in physical form by submitting a Rematerialisation Request Form (RRF) through your DP in the same manner as Dematerialisation. Upon receipt of such request from your DP, the Company will issue share certificates for the number of shares so rematerialised.

Rematerialisation of shares

Under the depository system, there is provision for rematerialisation of shares i.e. re-conversion of dematerialised shares into physical shares.

Steps involved in rematerialisation of shares:

- the Beneficial owner fills out a Rematerialisation Request Form (RRF) and submits the same to the DP
- DP intimates the RTA of this request through the system of NSDL/CDSL
- DP submits the RRF to the Company
- The RTA updates the Register of Members and confirms the request through the system of NSDL/CDSL
- The RTA prints the share certificate and dispatches the same to the shareholder by registered post.

Q What are the charges to be paid to dematerialise one's physical shares? Will it be paid by the Company or do I have to pay for it?

A The charges differ from DP to DP and therefore you will have to contact your DP for this purpose. As per SEBI directives, investors are not liable to pay dematerialisation charges except at the time of transfer of shares out of his/her demat account.

Q I have purchased some shares in paper form. Can I directly give the share certificates to my Depository Participant for dematerializing them in my favour?

A No. Prior to dematerialising your shares, the share certificates have to be registered in your favour. Hence, you have to necessarily lodge the share certificates for transfer in your name; thereafter, you may pursue dematerialisation formalities separately.

Q Is it true that the Company's shares are to be traded compulsorily in Demat Form? Do I have the option of holding them in physical form?

A Yes. The shares of the Company are to be compulsorily traded in demat form. However, you can still buy shares in physical form up to 500 (through odd lot window facilities provided by Stock Exchanges) and send them for transfer to the Company. After the transfer is registered in your favour, we shall return the share certificates in physical form to you.

Q How do I get my dividends on dematerialised shares? Will I get the Annual Report after I dematerialise my shares and would I be able to attend the Annual General Meetings?

A The Depository Participants will give the list of demat account holders and the number of shares held by them in electronic form on the Record date to the Company (known as Benpos). On the basis of Benpos, the Company will issue dividend warrants in favour of the demat account holders.

The rights of the shareholders holding shares in demat form are at par with the holders in physical form. Hence they will be eligible to get the Annual Report and will have the right to attend the Annual General Meetings as shareholders.

Q What are the chances of any frauds/disputes in using a demat account? Whom should I approach in such cases?

A There are no common risk factors applicable to trading in physical shares like mismatch in signatures, loss in postal transit, etc., since the dematerialised shares are traded scripless.

However, in the unlikely event of any other dispute, the concerned Stock Exchange and/or Depository Custodian concerned viz. NSDL/CSDL or SEBI would have to be approached for resolving such issues.

Q Can I pledge my shares in demat form for the purpose of availing any funding/loan arrangement with my bankers?

A Yes. You will have to contact your DP and/or the lending bank for this purpose.

I. Nomination in respect of shareholding

Q Who can appoint a nominee and who can be appointed as a nominee?

A Individual shareholders holding the shares / debentures in single name or joint names can appoint a nominee. In case of joint holding, joint holders together have to appoint the nominee. While an individual can be appointed as a nominee, a trust, society, body corporate, partnership firm, karta of HUF or a power of attorney holder will not be nominee(s). Minors can, however, be appointed as a nominee.

Q How do I make a nomination with regard to my shareholding?

A You have to submit a nomination form duly filled in duplicate and signed. If you are holding shares along with other holders then all the holders will have to sign the nomination form.

After the form is received by the Company, and if found in order, a registration number will be allotted to the nomination. A duplicate copy of the nomination form received from you will then be returned to you with an endorsement indicating the registration number and date.

Nomination can be made only in respect of shares held in physical form. In case of dematerialised shares, your nomination has to be recorded with your Depository Participant.

Only one nomination can be made for each folio. Folios having different orders or combinations of names of shareholders will require separate nominations.

You may contact RTA/ Company for obtaining the abovementioned form.

Format of the nomination form is also available on the website of the Company.

Q Do I have to send my share certificates along with the nomination form?

A No.

Q My shares are held in joint names. Are the joint holders nominees to the shares?

Q Can a nomination once made be changed?

A Nomination once made can be revoked by a shareholder by giving a fresh nomination. If the nomination is made by joint holders, and one of the joint-holders dies, the remaining joint holder/s can make a fresh nomination by revoking the existing nomination.

Q What is the legal position of the nominee in case of death of the shareholders?

A Upon the death of a shareholder, the Nominee, to the exclusion of any other legal heir/beneficiary, is the only person in whom the shares vest. In other words, in case of a valid nomination, the Company will not entertain any claim from legal heirs or beneficiaries and the shares will be transmitted only in favour of the Nominee.

In case the nomination is made by joint-holders, the nomination will come into play only upon the death of all the joint holders. Therefore, if one of the joint shareholders dies, the shares will devolve on the surviving shareholders to the exclusion of the Nominee. In this case, the surviving shareholder/s may make a fresh nomination, if they so desire.

Q What is the procedure for the nominee to get the shares registered in his name?

A Upon death of a shareholder, the nominee is entitled to have the shares transmitted in his favour. He/She will have to give a notice in writing to this effect together with the share certificate(s) of the deceased shareholder. Alternatively, the nominee can transfer the shares held by the deceased shareholder, to a third party.

If a nominee opts for registration of shares in his name, he is required to produce proof of identity, e.g., copy of passport, driving license, voter's identity card or such other proof to the satisfaction of the Company. The nominee should also submit his specimen signature duly attested together with a request for transfer.

Upon scrutiny of the documents submitted by the nominee, shares will be transmitted in his favour and share certificates returned to him duly endorsed.

Q Can the nominee sell the shares without registration in his favour? What is the procedure?

A Yes, a nominee can sell the shares to a third party (after the death of the registered owner(s)), without registration of shares in his favour. However, the usual procedure for transfer of shares will have to be followed.

Q I have shares in the demat form. Can I send the nomination form to the company for making a nomination with respect to my shareholding?

A No. For making a nomination with respect to dematerialised shares, you will have to approach your DP. In the account opening form provided by the Depository Participant, there is a provision for providing the name of the nominee. Please consult your Depository Participant for further details.

Q Can a Non Resident Indian (NRI) nominate?

A Yes, Non Resident Indian (NRI) can nominate. But, a Power of Attorney holder cannot nominate on behalf of NRI.

Q Can a NRI be a nominee?

A NRI can be a nominee on repatriable or non-repatriable basis subject to Reserve Bank of India's permission as applicable.

J. Transmission of shares

Q In the case of joint holdings, in the event of death of one shareholder, how do the surviving shareholder(s) get the shares in his/their names?

A The surviving shareholders will have to submit a request letter supported by an attested copy of the Death Certificate of the deceased shareholder and the relevant share certificates.

The Company on receipt of the said documents and after due scrutiny will delete the name of deceased shareholder from its records and return the share certificates to the applicant(s)/registered holder(s) with necessary endorsement.

Q If a shareholder who held shares in his sole name dies without leaving a will, how can his legal heir/s (husband/wife/son/ daughter, etc.) get the shares transmitted in his/their names?

A The legal heirs should obtain a Succession Certificate or Letter of Administration with respect to the shares and a true copy thereof, duly attested by the Court Officer, or Notary should be sent to the Company together with a request letter and all the share certificate(s) in original, for transmission in their favour.

Q If the deceased family member who held shares in his/her own name (singly) had left a will, how do the legal heir/s get the shares transmitted in their names?

A The legal heirs will have to get the will probated by the High Court/District Court of competent jurisdiction and then send to the Company / RTA a copy of the probated copy of the will, together with relevant schedule/annexure, setting out the details of the shares, the relevant share certificates in original for transmission.

Q A and B had shares in Peninsula Land Limited. Both of them died. How do I get the shares transmitted in my name?

A The legal heirs should obtain a Succession Certificate/Letter of Administration of the last deceased joint holder in your favour and follow the procedure for transmission of shares.

Q I have already produced the attested/registered will. Since getting it probated would take a long time and money, can I avoid that procedure?

A You will appreciate that in order to ascertain that the will in question is the last will and testament made by the deceased, it is important that the same is authenticated/probated by the Court. This is to protect the interests of the investors at large and to obviate any future claims/disputes.

Q The name of a joint holder was included by the first holder only for convenience. I am the only heir. Could you transfer the shares in my name as stated in the will/probate?

A Under the law, the joint holder is deemed to be having indivisible ownership of the joint property and the Company cannot ascertain as to how or why the name was included. In the Articles of Association of the Company, the surviving joint holders are the only persons recognised as having title to the shares.

K. Loss of share certificates

Q I have lost my share certificate with transfer deeds duly executed by me. How should I proceed to obtain duplicate share certificates?

A In case of loss of share certificate(s) by the registered shareholder(s):

- Shareholder(s) should immediately notify to the RTA by way of a letter duly signed by the shareholder(s), the fact of loss/misplacement of share certificate(s) alongwith copy of Police FIR bearing complete details of share certificate(s) lost/ misplaced, viz. share certificate no(s), distinctive nos., number of shares, folio no(s), etc.
- On receipt of above documents and upon verification of signature of the shareholder(s) on the intimation letter, the RTA shall note 'stop transfer' remarks against the relevant share certificate(s)
- The RTA shall inform the shareholder(s) of the procedure to be followed for issue of duplicate share certificate(s) alongwith the formats of affidavit, indemnity bond, etc. to be executed by the shareholder(s) in the prescribed manner on non-judicial stamp paper of requisite value
- On receipt of executed affidavit, indemnity bond and other documents/papers and after publication of public notice in newspaper(s), the RTA shall issue duplicate share certificate(s), in case the RTA does not receive any objection for the same

Members may please contact RTA to obtain the formats for the indemnity bond and the affidavit.

Q What action should I take if I retrieve the original share certificate, which I had reported to have lost?

A Please surrender the original share certificate after cancellation to the RTA immediately if the duplicate share certificates have been issued. However, if the

original share certificates are found before you comply with the procedure for obtaining duplicate share certificate, please inform the RTA immediately so that they can take immediate suitable action. Further as the duplicate share certificate(s) were issued to you, you will be liable to indemnify any innocent third party(ies) purchasing the original share certificate(s), directly or indirectly, with or without your knowledge, as it tantamounts to passing of adverse title.

L. Miscellaneous

Q I wish to split/consolidate my share certificates into marketable lots. What is the procedure that I should follow?

A Please forward your share certificates together with a request letter for split / consolidation signed by the registered shareholder/s and we shall split/consolidate the share certificates accordingly. The share certificate(s), after split / consolidation will be sent to your registered address.

Q I am holding more than one folio in the same name. Can I consolidate these folios?

A Yes. Please forward the share certificate(s) relating to those folios which you wish to merge and we shall consolidate your folios and return the share certificates by endorsing the consolidated folio number.

You may please note that the folios to be consolidated should be in the identical name or in the same order of identical names (in the case of joint-holding) and bear the same address.

Q What is the procedure for registering change of name of the shareholders?

A You may request the Company / RTA for effecting change of name in the share certificate(s) and records of the Company. Original share certificate(s) along with the supporting documents like marriage certificate, court order, etc. should be enclosed. We will effect the change of name and send the share certificate(s) in your new name. In case, you hold the shares in dematerialized form, request your concerned DP in the format prescribed by them.

Q In September, 2007, the Company had sub divided and issued new shares of face value Rs. 2/-. However, I still hold share certificates of Rs. 10/- each. How do I exchange them with new share certificates of Rs. 2/-?

A New share certificate(s) of Rs. 2/- are posted to those shareholders who have surrendered their old share certificate(s) of Rs. 10/- at the address registered with us. If you have not received them, please send a request letter signed by the registered shareholder(s) alongwith the old share certificate(s) of Rs.10/- each which are no longer tradeable.

Q When I authorise another person to deal with my shares, do I have to report this to the Company?

A Yes. You will have to execute a Power of Attorney in favour of the person concerned and submit a notarised copy of it to the RTA for registration. After scrutiny of the documents, we shall register the Power of Attorney and inform you about the registration number in respect of it. Whenever, a transaction is done by the Power of Attorney holder, the registration number should be quoted in the communication.

Q I was holding Peninsula Land Limited shares of Rs. 10/- each and I have lost my share certificate. What is the procedure that I should follow?

A Please inform our RTA immediately about loss of share certificate quoting your folio number and details of the share certificate, if available. These are no longer tradable securities (since September 2007) and in place of them, we had issued new share certificate(s) of the face value of Rs. 2/- each in October, 2007. The usual procedure for loss of share certificate will have to be followed.

Q We are holding shares in joint names and would like to change the order of names?

A Please forward your share certificates together with a request letter for change in order of name duly signed by all the joint-holders in the order in which the specimen signatures recorded with the Company. This can be done only for the entire holdings under a folio and therefore, requests for change in order of the names for part holding cannot be accepted by the Company. In case of shares held in dematerialized form, you are advised to approach the concerned DP.

Q I continue to hold shares of The Dawn Mills Company Limited (Dawn) which has since merged with the Company. How should I proceed to obtain shares of Peninsula Land Limited in exchange of the shares of Dawn held by me?

A The Dawn Mills Company Limited (Dawn) has been merged with Peninsula Land Limited [exchange ratio of 1:20(face value of Rs. 10/-)]. Therefore you are requested to surrender your shares held in the name of Dawn to our RTA. Since the shares of face value of Rs. 10/- of Peninsula Land Limited are no longer tradeable, the RTA will issue the share certificate(s) of face value of Rs. 2/- of Peninsula Land Limited. The share certificate(s) will be sent at your registered address appearing in our records.

FAQs are only for guidelines purposes and every case shall be scrutinised on its merits to arrive at any decision in the matter