

# Winmore Leasing And Holdings Limited

Regd. Office: "Ashiana", 69-C, Bhulabhai Desai Road, Mumbai – 400 026

Tel. No.: 022-23686618

E-mail Id: ho@hawcoindia.com

CIN No.: L67120MH1984PLC272432

Website: www.winmoreleasingandholdings.com

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**Date: 2.2.2022**

## **DEAR SHAREHOLDERS**

The Securities and Exchange Board of India (SEBI) vide its circular bearing no. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated 25.1.2022 has mandated that listed entities shall henceforth issue the securities in dematerialized form only while processing the following service request of the shareholders/claimant:

1. Issue of duplicate Securities Certificate;
2. Claim from Unclaimed Suspense Account;
3. Renewal / Exchange of Securities Certificate;
4. Endorsement;
5. Sub – division / Splitting of Securities Certificate;
6. Consolidation of Securities Certificates / Folios;
7. Transmission;
8. Transposition.

In terms of the said circular, shareholders/claimants are requested to submit dully filled up Form ISR 4 (Format enclosed) to the Company's Registrar and Share Transfer Agent (RTA) i.e. Link Intime India Private Limited along with the original Share Certificate(s), if applicable, while placing any of the abovementioned requests with the RTA.

The RTA on verification of such requests shall issue a "Letter of Confirmation" to the shareholder/claimant within 30 days of its receipt of the request. The said Letter of Confirmation will be valid for 120 days from the date of issuance within which the shareholder/claimant is required to make a request to its Depository Participant for dematerializing the concerned shares of the Company held by it.

Incase the shareholder/claimant fails to dematerialize the concerned shares within the said 120 days, then the RTA will transfer/credit such shares to a Suspense Escrow Demat Account of the Company.

All the common norms as stipulated in the SEBI Circular dated 3.11.2021 and 14.12.2021 shall be applicable for all service requests listed above.

For **Winmore Leasing and Holdings Limited**

**Company Secretary**

Encl.: a/a



Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

\*\* Wherever applicable / whichever details are available

**D. Document / details required for specific service request:**

- I.  Duplicate securities certificate
- II.  Claim from Unclaimed Suspense Account

Securities claimed	(in numbers) (in words)
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- III.  Replacement / Renewal / Exchange of securities certificate  
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- IV.  Endorsement
- V.  Sub-division / Splitting of securities certificate
- VI.  Consolidation of securities certificate/Folios
- VII.  Transmission
- VIII.  Transposition

*Provide / attach original securities certificate(s) for request for item numbers III to VIII above.*

**Declaration:** All the above facts stated are true and correct to best of my / our knowledge and belief.

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature	✓	✓	✓
Name	✓	✓	✓
Full address	✓		
PIN	✓ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.