



SHAREHOLDERS REFERENCER



APOLLO TYRES LTD

SHAREHOLDERS REFERENCER

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CONTACT DETAILS

ADDRESSES FOR CORRESPONDENCE

Company Registered Address (RO): Regd. Office:
3rd Floor, Areekal Mansion,
Near Manorama Junction,
Panampilly Nagar, Kochi-682036
Kerala

Corp. Office:
Secretarial Department
Apollo Tyres Ltd;
7, Institutional Area, Sector- 32,
Gurgaon-122 001, Haryana,
Tel.No.-(0124) 2383002
Fax No.-(0124) 2383351
Email: investors@apolloytyres.com

Registrar and Transfer Agents (RTA): In house: Apollo Tyres Ltd; Secretarial Department
Tel: (0124) 2721000 Extn: 612
Add: Apollo Tyres Ltd
Apollo House, 7, Institutional Area,
Sector-32, Gurgaon-122001, Haryana

ADDRESSES OF STOCK EXCHANGES WHERE COMPANY IS LISTED/DEPOSITORIES

STOCK EXCHANGES:

BSE Limited
Corporate Relationship Department
2nd Floor, New Trading Ring, Phiroze
Jeejeebhoy Towers, Dalal Street,
Mumbai-400001

National Stock Exchange of India Ltd
5th Floor, Exchange Plaza
Bandra (East)
Mumbai-400 051

DEPOSITORIES:

National Securities Depository Ltd.
Trade World, 4th Floor, Kamala Mills
Compound, Senapati Bapat Marg,
Lower Parel, Mumbai-400013

Central Depository Services (India) Ltd
Phiroze Jeejeebhoy Towers, 28th Floor,
Dalal Street, Mumbai-400001

**SHARE CAPITAL STRUCTURE:**

Authorized Share Capital

750,000,000 Nos. Equity Shares of Re.1/- each.

Issued, Subscribed, Called & Fully Paid-up Share Capital

572,049,980 Equity Shares of Re.1/- each.

LISTING OF SHARES:

BSE Ltd.	:	500877
National Stock Exchange of India Ltd	:	APOLLOTYRE
International Security Identification Number	:-	INE438A01022

PROCEDURE FOR CHANGE IN THE NAME OF THE SHAREHOLDERS

- **Change in the name of Individual Shareholder**

The shareholder shall apply to the Company for change of his/her name by providing following documents:

- Original Share Certificate;
- Copy of Notification in Official Gazette/Newspaper **OR** Affidavit drawn on stamp paper;
- Fresh specimen signature duly attested by your banker (**Annexure-I**);
- Kindly note that affidavit can be accepted only in case of minute changes in name. In case of major changes, please enclose attested copy of notification in Official Gazette or newspaper.

- **Change in the name consequent upon marriage/divorce**

For effecting the change of name consequent upon marriage/divorce etc., kindly enclose following documents:

- Original Share Certificate;
- Copy of Marriage Certificate / decree of divorce (duly attested / notarized);
- Fresh specimen signature duly attested by your banker (**Annexure-II**).

- **Change in the name of Companies**

Companies desirous of changing the name in which the share certificate has been issued shall have to furnish a certified copy of the fresh Certificate of Incorporation issued by the Registrar of Companies along with the original share certificate (**Annexure-III**). Also attach the following documents:

- Copy of Board Resolution and Special Resolution;
- Copy of altered MOA / AOA;
- Details regarding change in Directorate, if any.

Annexure- I

Letter for Change in Name of the Shareholder

Date:

Apollo Tyres Limited,
Secretarial Department,
Apollo House, 7, Institutional Area,
Sector-32, Gurgaon, Haryana – 122 001

Dear Sir,

Folio No. _____

Certificate No. _____

Subject: Request for change in name of the Shareholder

I/We hereby request you to make necessary changes in your record about the change in my/our name(s).
In this connection, I/We hereby enclose the following documents:

1. Original Share Certificate(s) for endorsement;
2. Attested copy of notification published in Official Gazette/newspaper **OR** an affidavit duly sworn;
3. Signature prior to the change in name;
4. New specimen signature duly attested by my/our Banker;

Yours faithfully,

{Signature of shareholder(s)}

Encl: as above.

Certificate

Certified that the above signatures have been verified and found in order as per our records.

(Signature of Bank Official with Stamp)

Letter for Change in Name Consequent to Marriage/Divorce

Date:

Apollo Tyres Limited,
Secretarial Department,
Apollo House, 7, Institutional Area,
Sector-32, Gurgaon, Haryana – 122 001

Dear Sir,

Folio No. _____

Certificate No. _____

Subject: Request for change in name consequent to change in marital status

I forward herewith the following documents for change in my name consequent upon change in my marital status:

- 1 Original Share Certificate(s) for endorsement;
- 2 Attested copy of marriage certificate / decree of divorce issued by competent authority;
- 3 Signature prior to change in marital status;
- 4 New specimen signature duly attested by my Banker.

Kindly make necessary changes in the share certificate and forward the same to me/us at the above mentioned address.

Yours faithfully,

{Signature of holder(s)}

Encl: as above.

Certificate

Certified that the above signatures have been verified and found in order as per our records.

(Signature of Bank Official with Stamp)

Annexure- III

Letter for Change in Name of the Company

Date:

Apollo Tyres Limited,
Secretarial Department,
Apollo House, 7, Institutional Area,
Sector-32, Gurgaon, Haryana – 122 001

Dear Sir,

Folio No. _____

Certificate No. _____

Subject: Request for change in name of the Company

We hereby inform you that the name of the company has changed from
_____ to _____.

We, therefore, request you to make necessary changes at your end. In this connection, we forward herewith the following documents:

1. Original Share Certificate(s);
2. Certified true copy of Board Resolution passed by Board of Directors;
3. Certified true copy of Special Resolution passed by Shareholders;
4. Certified copy of fresh Certificate of Incorporation issued by the Registrar of Companies.

Yours faithfully,

{Authorized Signatory}

Encl: as above.

PROCEDURE FOR CHANGE OF MAILING ADDRESS

- **Change of address in case of physical shares:**

- I. Shareholders, who hold shares in physical form, shall write to the Company informing about the new address with the following information/documents:
 - The old address;
 - The new address with pin code along with Address Proof i.e. copy of Aadhar card, Passport and Driving License;
 - Telephone No. / Mobile No.
 - Email ID.
- II. Signature appearing in such request should match the specimen signature recorded with Company. In case of joint holding, all the joint holders should sign such request.
- III. A shareholder can apply for change of address in the attached format (*Annexure-I*).

- **Change of address in case shares are held in electronic form:**

The shareholders, who hold shares in electronic form, should approach for change of address to the depository participant with whom they maintain their demat account and not to the company.

Letter for Change of Address

Date:

Apollo Tyres Limited,
Secretarial Department,
Apollo House, 7, Institutional Area,
Sector-32, Gurgaon, Haryana – 122 001

Subject: Change of Address

Folio No. _____

Certificate No. _____

Dear Sir,

Please note the changes in my address as under:

Old Address: _____

New Address: _____

I hereby enclose following document (self-attested) as a proof of identity:

I also enclose following document (self-attested) as a proof for change of residence:

Signature of Shareholder(s)

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

- Notes:
1. Proof of identity and residence shall be self-attested.
 2. Provide any TWO of the following documents:
 - Aadhar Card
 - Passport
 - Driving License

PROCEDURE FOR ISSUE OF DUPLICATE CERTIFICATE

1. Indemnity Bond (*Annexure - I*)

- It should be executed on a stamp paper of ₹100;
- Every page of Indemnity Bond should be signed by the shareholder(s);
- Duly Notarized;
- Mention the Page No. & Serial No. of Notary Register in Indemnity Bond;
- Details to be mentioned in Indemnity Bond;
 - Name of the shareholder(s);
 - Folio No.;
 - Certificate No.
 - No. of shares;
 - Distinctive Nos.

2. Signature of Shareholder

- Sign shall be verified by the Company Official's.

3. Witnesses

- 2 Witnesses are required;
- Name, Address and sign of each witness on Indemnity Bond & Surety Bond;
- Attach self-attested copy of Aadhar Card & PAN Card of each witness;
- Kindly note that the person witnessing the document shall be a family member or blood relative of the applicant.

4. Surety Bond (*Annexure - II*)

- 2 Sureties are required to sign the bond;
- It should be executed on a stamp paper of ₹100;
- Every page of Surety Bond should be signed;
- Duly Notarized;
- Mention the Page No. & Serial No. of Notary Register in Surety Bond;
- Attach self-attested copy of Aadhar Card & PAN Card of each surety;
- Attach latest Income Tax Return (ITR) of each surety.

5. Affidavit (*Annexure - III*)

- It should be executed on a stamp paper of ₹100;
- Every page of Affidavit should be signed;
- Duly Notarized;
- Mention the Page No. & Serial No. of Notary Register in Affidavit.

6. Advertisement in Newspaper having nation-wide circulation

7. Original Cancelled Cheque bearing the name of applicant;

8. KYC Documents of Applicant

- Self-attested copy of Aadhar Card;
- Self-attested copy of PAN Card.

9. Attach the share certificate issued by the Company before split of shares. In case of loss of such certificate, kindly enclose an Indemnity Bond for the same (*Annexure - IV*).

On a stamp paper of ₹100/-

INDEMNITY BOND FOR ISSUE OF DUPLICATE SHARES

To,
The Company Secretary,
Apollo Tyres Limited,
7, Institutional Area, Sector 32,
Gurgaon, Haryana – 122 001.

WHEREAS

I/We, (name of the shareholder) holding (Number of shares) Equity shares bearing Distinctive numbers from _____ to _____ of face value of ₹1/- each and on which ₹1/- per share is paid as 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 Apollo Tyres Limited.

<u>Folio No.</u>	<u>Certificate Nos.</u>	<u>Distinctive Nos</u>	<u>Number of shares</u>
------------------	-------------------------	------------------------	-------------------------

WHEREAS

The share certificate(s) No(s)._____ in respect of the above shares has/have been lost or mislaid and is/are not traceable. 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 and 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, (name of the shareholder(s)) aged _____ years, residing at (address of the shareholder) apply to the Company for duplicate share certificate(s) in lieu of the original shares covered under Folio No _____ bearing Certificate No(s)._____ held by me/us.

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 issued 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 _____, _____.

Name and address of Shareholder(s)

Signature of Shareholder(s)

- 1.
- 2.
- 3.

Name and address of Witness

Signature of Witness

1. Name of Witness –
Address –

2. Name of Witness –
Address –

Place :

Date :

SURETY IN FAVOUR OF APOLLO TYRES LTD UNDER FOLIO NO. _____

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 as 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 realize all claims, charges, costs, damages, demands, expenses and losses from our persons and our properties, as the case may be.

Place :

Date :

Surety No. 1

Signature

Name

Address

PAN No.

Annual Income
(as per latest ITR)

Surety No. 2

Signature

Name

Address

PAN No.

Annual Income
(as per latest ITR)

Witness No. 1

Name

Address

Signature

Witness No. 2

Name

Address

Signature

ANNEXURE – III

On a stamp paper of ₹10/-

AFFIDAVIT FOR ISSUING DUPLICATE SHARES

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

1. That I/We, (name of shareholder(s)), is/are holding (Number of shares) equity shares in Apollo Tyres Limited covered under Folio No. _____ having Certificate No. _____ bearing Distinctive No. _____ to _____ of the face value of ₹1/- each.
2. That the above mentioned shares were acquired by me/us for valuable consideration out of my/our own investments / funds against allotment in Right Issue or acquired from the market in the years(s)_____.
3. That the said share certificate bearing No. _____ has/have been lost / mislaid and is not in my/our possession.
4. I/We have searched or caused searches to be made for the said certificate, but still, I/We am/are unable to find out or trace the same.
5. Since the date of issue of said certificate. I/We have not sold, mortgaged, pledged, or otherwise encumbered or disposed off 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. To the best of my/our knowledge and belief, the said certificate(s) has/have either been lost or been accidentally destroyed. In case at any time, I/We find the said certificate(s) or any of them, I/We shall immediately inform and handover the same to the Company.
6. I/We have already executed an Indemnity Bond for issuing duplicate share certificate in lieu of the original share certificate(s) for the aforesaid shares held by me/us.
7. I/We therefore request the Company (Apollo Tyres Limited) to issue duplicate share certificate in lieu of the original share certificate(s) for the aforesaid shares.
8. This affidavit is executed in favour of the company on my/our own volition.

VERIFICATION

I/We solemnly affirm that the statement contained in the above paragraphs are true to the best of my/our knowledge, information and belief and that nothing material has been concealed from being disclosed.

Solemnly affirmed and declared on _____

On this _____ day of _____, _____

Signature of Applicant / Deponent

Identified by me

Before me

Advocate

S.E.M / Oaths Commissioner / Notary

ANNEXURE - IV

On a stamp paper of ₹100/-

INDEMNITY BOND

I/ We _____ inter-alia hold Equity Shares of the face value of Re.10/- each in Apollo Tyres Ltd as per details given below:-

Folio No.	Cert. No.	No. of Shares	Distinctive Nos.
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I/We am/are the sole and absolute owner/s of the above mentioned Equity Shares. The old Share Certificate/s of face value of Rs.10/- each is held in my/our name. I/We have not, nor has any person by my/our order in any manner disposed off, signed any transfer deed, parted with or pledged the said Share Certificate assigning my/our interest there in or any part thereof to any person.

In consideration of the Company so doing, I/We do hereby undertake to Indemnify the Company and bind myself/ourselves, my/our heirs, executors and administrators to pay all claims, charges, costs, damage, demands, expenses and losses, which said Company may sustain incur or be liable for in consequences of any claims, charges, costs damages, demands, expenses and losses arising due to the claim on the said shares by any other person/identity.

I/We further declare and agree in writing, that in the event of my/our failure to compensate the company in any action, suits and proceedings with Company which the Company might face for transferring the said Share at my/our request, the Company will be entitle to realize all claims, damages, cost, demands, expenses, and losses from our persons or our properties, as the case may be.

Place:

Date:

Signature of Shareholder(s)

IN WITNESS WHEREOF

I/We sign this Indemnity Bond on _____ day of _____, _____.

Witness No. 1

Name

Full Address

Signature

Witness No. 2

Name

Full Address

Signature

I / We, the undersigned, certify that the above facts are true and bind to pay back the amount of Dividend and may good all Claim, Charges, Cost damages, demands expenses, and losses which the said, Company may sustain, incur or be liable for in consequences of complying with the request contained above and they will be entitled for expenses and losses from my persons of my property as the case may be.

Surety No. 1

Name

Full Address

Signature

Surety No. 2

Name

Full Address

Signature

Notes:- 1. In case of Joint holdings all the shareholders should be sign.

2. Strike out whichever is not applicable.

3. Indemnity Bond should be signed in all the pages.

4. PAN card and address proof of Sureties and witness.

INSTRUCTIONS FOR ECS/NECS MANDATE

Instructions for ECS/NECS Mandate Form:

1. Please fill in the ECS/NECS Mandate Form (*Annexure-I*) and send it to the Company, in case member hold shares in physical form.
Members holding shares in electronic form shall contact their Depository Participant.
2. Please attach a blank cancelled cheque bearing name of the applicant/shareholder.
3. The information provided by you will be treated confidential and would be utilized only for the purpose of effecting the payments to be made by the Company specifically meant for you such as dividend, interest, buy back etc.
4. NECS facility shall be available at places recognized as per RBI mandate. The members located at place where NECS facility is not available, shall continue to receive the Dividend Warrants despite NECS Mandate.
5. Kindly note than NECS Account No. is of 16 digits.

Annexure-I**MANDATE / BANK DETAILS FOR ELECTRONIC CLEARING SERVICE (ECS)**

Folio No. _____

No. of Shares _____

(PLEASE USE CAPITAL LETTERS)

Name of the first holder : _____

Name of the Bank : _____

Name/Full Address of Branch : _____

Bank Account No. : _____

Bank Account Type : _____

9 Digit MICR number of the bank and branch appearing on the cheque issued by the Bank

--	--	--	--	--	--	--	--	--

IFSC Code: _____

Effective Date of this Mandate: _____

(Please enclosed photocopy of a cheque or a cancelled cheque without fail, this is required only to identify the MICR reference of the Bank and the Branch code.)

Please mention you PAN No., E-Mail ID and contact details

PAN No.		
E-Mail ID		
Contact No.	Mobile No:	Landline No:

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected at all for reasons of incompleteness of information supplied as above, you will not be held responsible. I agree to avail the ECS facility provided by RBI, as and when implemented.

(Signature of the Sole/first holder)

CHECKLIST FOR REFUND OF SHARES FROM IEPF AUTHORITY

1. Self-attested and duly filled Form IEPF-5;
2. Original cancelled cheque bearing the name of the claimant;
3. Indemnity Bond being executed on a stamp paper (*Annexure-I*)

State	Value of stamp paper
Maharashtra	₹ 500/-
Others	₹ 100/-

4. Advance Receipt bearing a cancelled revenue stamp (*Annexure-II*);
5. Points to be kept in mind while preparing form IEPF-5, Indemnity Bond and Advance Receipt:
 - Correct amount of dividend and number of shares to be mentioned;
 - It should signed and dated by the claimant;
 - It should contain proper credentials of the person witnessing;
 - It should be signed and dated by 2 witness;
 - Nominal value of shares shall be calculated as follows:
$$\text{Nominal Value} = \text{No. of shares} * ₹1$$
6. KYC documents of the claimant
 - Self-attested copy of Aadhar card;
 - Self-attested copy of PAN card;
 - Self-attested copy of passport, *only in case of foreign national*.
7. For proof of entitlement
 - Dividend warrant or self-attested copy of share certificate in case of claiming Unpaid/Unclaimed Dividend;
 - Original share certificate, in case of shares held in physical form.
8. Client-Master List of the claimant duly attested by the DP.
9. If the shares are held by more than one person i.e. joint holding, then
 - Form IEPF-5 shall be filed by the alive joint holder(s);
 - The documents shall be attested by every joint holder;
 - KYC documents of every joint holder shall be enclosed;
10. Additional documents in case of transmission of shares in single name:
 - Form IEPF-5 shall be filed by the legal heir;
 - Attach duly notarized Succession Certificate / Registered Will / Letter of Administration;
 - Transmission form;
 - Attach duly notarized Death Certificate of shareholder;
 - NOC from all other legal heir(s) duly notarized, if value of shares > ₹200,000;
 - Indemnity Bond, if value of shares > ₹200,000;
 - Surety Bond, if value of shares > ₹200,000;
 - Affidavit, if value of shares > ₹200,000;
 - Self-attested copy of Aadhar Card & PAN Card of legal heir(s).
11. Kindly send all the documents with form IEPF-5 to the Company for further processing.

ON STAMP PAPER OF APPROPRIATE VALUE AS PER THE STATE

INDEMNITY BOND

To
The Investor Education and Protection Fund Authority
Ministry of Corporate Affairs
New Delhi

In consideration of the payment of Rs. _____/- (*amount in words*) and No. of shares _____ (*no. of shares in words*) being the amount and shares due to me as _____ (*Dividend on Equity Shares / Dividend credited to IEPF under Companies Act, 1956 or Companies Act, 2013/ Dividend credited to General Revenue Account under Companies Act, 1956 or Companies Act, 2013 / others specify*) for the Financial Year _____ from M/s Apollo Tyres Limited, out of the Investor Education and Protection Fund by the Authority, I _____ son of _____ do hereby agree and undertake to indemnify the Investor Education and Protection Fund Authority to the extent of any claim not exceeding the amount hereinbefore mentioned which may be preferred against the Investor Education and Protection Fund Authority, and which it has to lawfully discharge.

Date:

Place:

Signature of claimant

Witnesses :

1. Signature with date -

Name -

Address -

2. Signature with date -

Name -

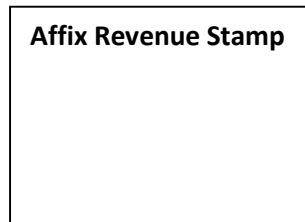
Address -

Please ensure to affix Revenue Stamp with crossed Signature to avoid delay in processing of the claim.

Strike off whichever is not applicable.

ADVANCE RECEIPT

Received from the Investor Education and Protection Fund Authority (IEPFA) the sum of Rs. _____/- (*amount in words*) and No. of Shares _____ (*no. of shares in words*) being the amount and shares payable to me from the Investor Education and Protection Fund (IEPF) as _____ (*Dividend on Equity Shares / Dividend credited to IEPF under Companies Act, 1956 or Companies Act, 2013/ Dividend credited to General Revenue Account under Companies Act, 1956 or Companies Act, 2013 / others specify*) which was originally due from M/s Apollo Tyres Limited .



Signature of claimant

Place :

Date :

Signature of witnesses :

1. Signature with date -
Name -
Address -

2. Signature with date -
Name -
Address -

Please ensure to affix Revenue Stamp with crossed Signature to avoid delay in processing of the claim.

Strike off whichever is not applicable.

NOMINATION OF SHARES

Procedure for Nomination of Shares:

A shareholder may at any time nominate a person to whom his/her shares in the Company, shall vest in the event of his/her 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.

For registration of name of Nominee with the Company, the shareholder is required to enclose following documents with the application form:

1. Nomination Form (*Annexure-I*);
2. Aadhar Card & PAN Card of Nominee (duly attested by the shareholder);
3. Aadhar Card & PAN Card of Shareholder;
4. One passport size photograph of Nominee.

Annexure-I**FORM 2B****NOMINATION FORM***(To be filled by shareholder(s))*

To
 Apollo Tyres Limited,
 Apollo House, 7, Institutional Area,
 Sector 32, Gurgaon, Haryana – 122 001

I/We _____ and _____ and _____, the holders of
 Shares/Debentures/Deposit Receipt/Certificate bearing number(s) _____ of
 M/s. _____ wish to make a nomination and do hereby nominate the following person(s)
 in whom all rights of transfer and/or amount payable in respect of shares or debentures or deposits shall
 vest in the event of my/our death.

Name(s) and Address(es) of Nominee(s)

Name : _____

Address : _____

Date of Birth : _____

Name and Address of Guardian (in case, Nominee is a minor)

Signature of holder : _____

Name : _____

Address : _____

Date : _____

Signature of holder : _____

Name : _____

Address : _____

Date : _____

Signature of holder : _____

Name : _____

Address : _____

Date : _____

Address, Name and Signature of two witnesses:

	Name	Address	Signature with date
1.			
2.			

INSTRUCTIONS:

1. The Nomination can be made by individual's only applying/holding shares/debentures on their own behalf singly or jointly. Non-individuals including society, trust, body corporate, partnership firm, Karta of Hindu Undivided Family, holder of power of attorney cannot nominate.
2. If the shares are held jointly, all joint holders will sign the nomination form. Space is provided as a specimen, if there are more joint holders more sheets can be added for signatures of holders of shares/ debentures and witness.
3. Kindly enclose following with this form:
 - One passport size photograph of Nominee;
 - Aadhar Card & PAN Card of Nominee (duly attested by the holder);
 - Self-attested Aadhar Card & PAN Card of holder(s).
4. A minor can be nominated by a holder of shares/ debentures/ deposits and in that event, 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. A non-resident Indian can be a nominee on repatriable basis.
4. Nomination stand rescinded upon transfer of share/debenture or repayment/renewal of deposits made.
5. Transfer of share/debenture in favour of a nominee and repayment of amount of deposit to nominee shall be valid discharge by a company against the legal heir.
6. The intimation regarding Nomination/Nomination Form shall be filed in duplicate with Company who will return one copy thereof to the share or debenture or deposits holder.

Procedure for Transmission cum Duplicate by joint holders

1. Transmission Form (*Annexure-I*)
2. Death Certificate
 - Duly notarized.
3. KYC documents of joint holder(s)
 - Self-attested copy of Aadhar Card;
 - Self-attested copy of PAN Card.
4. Original Cancelled Cheque bearing the name of joint holder;
5. Indemnity Bond (*Annexure-II*)
 - It should be executed on a stamp paper of ₹100;
 - Every page of Indemnity Bond should be signed by the shareholder(s);
 - Duly Notarized;
 - Mention the Page No. & Serial No. of Notary Register in Indemnity Bond;
 - Details to be mentioned in Indemnity Bond;
 - Name of the shareholder(s);
 - Folio No.;
 - Certificate No.
 - No. of shares;
 - Distinctive Nos.
6. Witnesses
 - 2 Witnesses are required;
 - Name, Address and sign of each witness on Indemnity Bond & Surety Bond;
 - Attach self-attested copy of Aadhar Card & PAN Card of each witness;
 - Kindly note that the person witnessing the document shall be a family member or blood relative of the applicant.
7. Surety Bond (*Annexure-III*)
 - 2 Sureties are required to sign the bond;
 - It should be executed on a stamp paper of ₹100;
 - Every page of Surety Bond should be signed;
 - Duly Notarized;
 - Mention the Page No. & Serial No. of Notary Register in Surety Bond;
 - Attach self-attested copy of Aadhar Card & PAN Card of each surety;
 - Attach latest Income Tax Return (ITR) of each surety.
8. Affidavit (*Annexure-IV*)
 - It should be executed on a stamp paper of ₹100;
 - Every page of Affidavit should be signed;
 - Duly Notarized;
 - Mention the Page No. & Serial No. of Notary Register in Affidavit.
9. Advertisement in Newspaper having nation-wide circulation

REQUEST LETTER FOR TRANSMISSION OF SHARES*(Only for shares held in physical form)*

From :

(Name & Address of Shareholder)

Date :

Apollo Tyres Limited
Share Department,
7, Institutional Area,
Sector 32, Gurgaon,
Haryana – 122 001

Dear Sir,

Re: Transmission of Shares.

This is to inform you that (*Number of Shares*) Equity Shares of Apollo Tyres Limited are held in the name of Mr. / Mrs. / Ms. (*Name of shareholder(s)*), as per the details given below.

Folio No.	Distinctive Nos.	Certificate Nos.

Consequent to death of Mr. / Mrs. / Ms. (*Name of deceased shareholder*) on (*Date of death as per death certificate*), I/we request you to register the above-mentioned Equity Shares in the name(s) of the following legal heir(s): -

Mr./Mrs./Ms. (Full Name)	Age	Occupation	Address (with pin code)	Father / Husband Name (Full Name)

The share certificate(s) (details given above) along with the documents prescribed by the Company are sent herewith as enclosure to this letter.

Specimen Signature of Legal HeirsPAN Card NoEmail –ID

1. _____

–

2. _____

–

3. _____

–

Attestation

I hereby attest the above signature(s)
(to be attested by a Nationalized Bank Manager with Office Seal)

Signature _____ Name of the Bank _____

Address of the Bank _____

Phone No _____

(To be filled by Share Department)

Regn. No. _____

New Folio No. _____

Date of Approval _____

Signature _____

On a stamp paper of ₹100/-

INDEMNITY BOND FOR ISSUE OF DUPLICATE SHARES

To,
The Company Secretary,
Apollo Tyres Limited,
7, Institutional Area, Sector 32,
Gurgaon, Haryana – 122 001.

WHEREAS

I/We, (name of the shareholder) holding (Number of shares) Equity shares bearing Distinctive numbers from _____ to _____ of face value of ₹1/- each and on which ₹1/- per share is paid as 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 Apollo Tyres Limited.

<u>Folio No.</u>	<u>Certificate Nos.</u>	<u>Distinctive Nos</u>	<u>Number of shares</u>
------------------	-------------------------	------------------------	-------------------------

WHEREAS

The share certificate(s) No(s)._____ in respect of the above shares has/have been lost or mislaid and is/are not traceable. 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 and 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, (name of the shareholder(s)) aged _____ years, residing at (address of the shareholder) apply to the Company for duplicate share certificate(s) in lieu of the original shares covered under Folio No _____ bearing Certificate No(s)._____ held by me/us.

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 issued 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.

INWITNESS WHEREOF

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

Name and address of Shareholder(s)

Signature of Shareholder(s)

- 1.
- 2.
- 3.

Name and address of Witness

Signature of Witness

1. Name of Witness –

Address –

2. Name of Witness –

Address –

Place :

Date :

ANNEXURE – III

SURETY IN FAVOUR OF APOLLO TYRES LTD UNDER FOLIO NO. _____

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 as 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 realize all claims, charges, costs, damages, demands, expenses and losses from our persons and our properties, as the case may be.

Place :

Date :

Surety No. 1

Signature

Name

Address

PAN No.

Annual Income
(as per latest ITR)

Surety No. 2

Signature

Name

Address

PAN No.

Annual Income
(as per latest ITR)

Witness No. 1

Name

Address

Signature

Witness No. 2

Name

Address

Signature

**On a stamp paper of ₹10/-
AFFIDAVIT FOR ISSUING DUPLICATE SHARES**

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

1. That I/We, (name of shareholder(s)), is/are holding (Number of shares) equity shares in Apollo Tyres Limited covered under Folio No. _____ having Certificate No. _____ bearing Distinctive No. _____ to _____ of the face value of ₹1/- each.
2. That the above mentioned shares were acquired by me/us for valuable consideration out of my/our own investments / funds against allotment in Right Issue or acquired from the market in the year(s)_____.
3. That the said share certificate bearing No. _____ has/have been lost / mislaid and is not in my/our possession.
4. I/We have searched or caused searches to be made for the said certificate, but still, I/We am/are unable to find out or trace the same.
5. Since the date of issue of said certificate. I/We have not sold, mortgaged, pledged, or otherwise encumbered or disposed off 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. To the best of my/our knowledge and belief, the said certificate(s) has/have either been lost or been accidentally destroyed. In case at any time, I/We find the said certificate(s) or any of them, I/We shall immediately inform and handover the same to the Company.
6. I/We have already executed an Indemnity Bond for issuing duplicate share certificate in lieu of the original share certificate(s) for the aforesaid shares held by me/us.
7. I/We therefore request the Company (Apollo Tyres Limited) to issue duplicate share certificate in lieu of the original share certificate(s) for the aforesaid shares.
8. This affidavit is executed in favour of the company on my/our own volition.

VERIFICATION

I/We solemnly affirm that the statement contained in the above paragraphs are true to the best of my/our knowledge, information and belief and that nothing material has been concealed from being disclosed.

Solemnly affirmed and declared on _____

On this _____ day of _____, _____

Signature of Applicant / Deponent

Identified by me

Before me

Advocate

S.E.M / Oaths Commissioner / Notary

Procedure for Transmission cum Duplicate by Legal Heirs

Value of shares > 200,000

1. Transmission Form (Annexure-I)
2. Proof of claim, (any 1) duly notarized with page no. & serial no. of Notary Register
 - Succession Certificate;
 - Registered Will;
 - Letter of Administration.
3. Share Certificate
 - Attach original share certificate having face value of ₹ 1;
4. Death Certificate
 - Duly notarized
5. KYC documents of applicant:
 - Self-attested copy of Aadhar Card;
 - Self-attested copy of PAN Card.
6. Original Cancelled Cheque bearing the name of applicant;
7. KYC documents of other legal heir(s), if any:
 - Self-attested copy of Aadhar Card;
 - Self-attested copy of PAN Card.
8. Appointment of Nominee:
 - If the applicant wishes to appoint nominee of his/her shares, then he/she needs to follow the procedure of nomination.
9. Indemnity Bond (Annexure-II)
 - It should be executed on a stamp paper of ₹100;
 - Every page of Indemnity Bond should be signed by the shareholder(s);
 - Duly Notarized;
 - Mention the Page No. & Serial No. of Notary Register in Indemnity Bond;
 - Details to be mentioned in Indemnity Bond;
 - Name of the shareholder(s);
 - Folio No.;
 - Certificate No.
 - No. of shares;
 - Distinctive Nos.
10. Witnesses
 - 2 Witnesses are required;
 - Name, Address and sign of each witness on Indemnity Bond & Surety Bond;
 - Attach self-attested copy of Aadhar Card & PAN Card of each witness;
 - Kindly note that the person witnessing the document shall be a family member or blood relative of the applicant.

11. Surety Bond (***Annexure-III***)

- 2 Sureties are required to sign the bond;
- It should be executed on a stamp paper of ₹100;
- Every page of Surety Bond should be signed;
- Duly Notarized;
- Mention the Page No. & Serial No. of Notary Register in Surety Bond;
- Attach self-attested copy of Aadhar Card & PAN Card of each surety;
- Attach latest Income Tax Return (ITR) of each surety.

12. Affidavit (***Annexure-IV***)

- It should be executed on a stamp paper of ₹100;
- Every page of Affidavit should be signed;
- Duly Notarized;
- Mention the Page No. & Serial No. of Notary Register in Affidavit.

13. Advertisement in Newspaper having nation-wide circulation

Value of shares ≤ 200,000

1. Transmission Form (***Annexure-I***)
2. Death Certificate
 - Duly notarized.
3. Share Certificate
 - Attach original share certificate having face value of ₹ 1;
4. NOC from other legal heir(s) for transmission of shares in the name of applicant (***Annexure-V***)
5. KYC documents of applicant
 - Self-attested Aadhar Card;
 - Self-attested PAN Card.
6. Original Cancelled Cheque bearing the name of applicant
7. KYC documents of other legal heirs, if any
 - Self-attested copy of Aadhar Card;
 - Self-attested copy of PAN Card.
8. Indemnity Bond (***Annexure-VI***)
 - It should be executed on a stamp paper of ₹200;
 - Every page of Indemnity Bond should be signed by the shareholder(s);
 - Duly Notarized;
 - Mention the Page No. & Serial No. of Notary Register in Indemnity Bond;
 - It should be signed by 2 witnesses who should be different individuals belonging to a different family;
 - Maximum 3 legal heir(s) can apply for transmission of shares.
9. Surety Bond (***Annexure-VII***)
 - 2 Sureties are required to sign the bond;
 - It should be witnessed by two persons;
 - It should be executed on a stamp paper of ₹200;
 - Every page of Surety Bond should be signed;
 - Duly Notarized;
 - Attach self-attested Aadhar Card & PAN Card of each surety;
 - Attach latest Income Tax Return (ITR) of each surety.
10. Affidavit (***Annexure-VIII***)
 - It should be executed on a stamp paper of ₹20. However, applicant who are residents of Maharashtra, shall execute the affidavit on a stamp paper of ₹100;
 - Every page of Affidavit should be signed;
 - Duly Notarized & Attested by Notary/S.E.O/Oaths Commissioner.

11. Appointment of Nominee

- If the applicant wishes to appoint nominee of his/her shares, then he/she needs to follow the procedure of nomination.

12. Indemnity Bond (Annexure-II)

- It should be executed on a stamp paper of ₹100;
- Every page of Indemnity Bond should be signed by the shareholder(s);
- Duly Notarized;
- Mention the Page No. & Serial No. of Notary Register in Indemnity Bond;
- Details to be mentioned in Indemnity Bond;
 - Name of the shareholder(s);
 - Folio No.;
 - Certificate No.
 - No. of shares;
 - Distinctive Nos.

13. Witnesses

- 2 Witnesses are required;
- Name, Address and sign of each witness on Indemnity Bond & Surety Bond;
- Attach self-attested copy of Aadhar Card & PAN Card of each witness;
- Kindly note that the person witnessing the document shall be a family member or blood relative of the applicant.

14. Surety Bond (Annexure-III)

- 2 Sureties are required to sign the bond;
- It should be executed on a stamp paper of ₹100;
- Every page of Surety Bond should be signed;
- Duly Notarized;
- Mention the Page No. & Serial No. of Notary Register in Surety Bond;
- Attach self-attested copy of Aadhar Card & PAN Card of each surety;
- Attach latest Income Tax Return (ITR) of each surety.

15. Affidavit (Annexure-IV)

- It should be executed on a stamp paper of ₹100;
- Every page of Affidavit should be signed;
- Duly Notarized;
- Mention the Page No. & Serial No. of Notary Register in Affidavit.

16. Advertisement in Newspaper having nation-wide circulation

REQUEST LETTER FOR TRANSMISSION OF SHARES*(Only for shares held in physical form)*

From :

(Name & Address of Shareholder)

Date :

**Apollo Tyres Limited
Share Department,
7, Institutional Area,
Sector 32, Gurgaon,
Haryana – 122 001**

Dear Sir,

Re: Transmission of Shares.

This is to inform you that *(Number of Shares)* Equity Shares of Apollo Tyres Limited are held in the name of Mr. / Mrs. / Ms. *(Name of shareholder(s))*, as per the details given below.

Folio No.	Distinctive Nos.	Certificate Nos.

Consequent to death of Mr. / Mrs. / Ms. *(Name of deceased shareholder)* on *(Date of death as per death certificate)*, I/we request you to register the above-mentioned Equity Shares in the name(s) of the following legal heir(s): -

Mr./Mrs./Ms. (Full Name)	Age	Occupation	Address (with pin code)	Father / Husband Name (Full Name)

The share certificate(s) (details given above) along with the documents prescribed by the Company are sent herewith as enclosure to this letter.

Specimen Signature of Legal HeirsPAN Card NoEmail –ID

1. _____
2. _____
3. _____

Attestation

I hereby attest the above signature(s)
(to be attested by a Nationalized Bank Manager with Office Seal)

Signature _____ Name of the Bank _____

Address of the Bank _____

Phone No _____

(To be filled by Share Department)

Regn. No. _____

New Folio No. _____

Date of Approval _____

Signature _____

ANNEXURE – II

On a stamp paper of ₹100/-

INDEMNITY BOND FOR ISSUE OF DUPLICATE SHARES

To,
The Company Secretary,
Apollo Tyres Limited,
7, Institutional Area, Sector 32,
Gurgaon, Haryana – 122 001.

WHEREAS

I/We, (*name of the shareholder*) holding (*Number of shares*) Equity shares bearing Distinctive numbers from _____ to _____ of face value of ₹1/- each and on which ₹1/- per share is paid as 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 Apollo Tyres Limited.

<u>Folio No.</u>	<u>Certificate Nos.</u>	<u>Distinctive Nos</u>	<u>Number of shares</u>
------------------	-------------------------	------------------------	-------------------------

WHEREAS

The share certificate(s) No(s)._____ in respect of the above shares has/have been lost or mislaid and is/are not traceable. 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 and 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, (*name of the shareholder(s)*) aged _____ years, residing at (*address of the shareholder*) apply to the Company for duplicate share certificate(s) in lieu of the original shares covered under Folio No _____ bearing Certificate No(s)._____ held by me/us.

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 issued 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.

INWITNESS WHEREOF

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

Name and address of Shareholder(s)

Signature of Shareholder(s)

- 1.
- 2.
- 3.

Name and address of Witness

Signature of Witness

1. Name of Witness –

Address –

2. Name of Witness –

Address –

Place :

Date :

ANNEXURE – III

SURETY IN FAVOUR OF APOLLO TYRES LTD UNDER FOLIO NO. _____

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 as 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 realize all claims, charges, costs, damages, demands, expenses and losses from our persons and our properties, as the case may be.

Place :

Date :

Surety No. 1

Signature

Name

Address

PAN No.

Annual Income
(as per latest ITR)

Surety No. 2

Signature

Name

Address

PAN No.

Annual Income
(as per latest ITR)

Witness No. 1

Name

Address

Signature

Witness No. 2

Name

Address

Signature

ANNEXURE – IV

On a stamp paper of ₹10/-
AFFIDAVIT FOR ISSUING DUPLICATE SHARES

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

1. That I/We, (name of shareholder(s)), is/are holding (Number of shares) equity shares in Apollo Tyres Limited covered under Folio No. _____ having Certificate No. _____ bearing Distinctive No. _____ to _____ of the face value of ₹1/- each.
2. That the above mentioned shares were acquired by me/us for valuable consideration out of my/our own investments / funds against allotment in Right Issue or acquired from the market in the years(s)_____.
3. That the said share certificate bearing No. _____ has/have been lost / mislaid and is not in my/our possession.
4. I/We have searched or caused searches to be made for the said certificate, but still, I/We am/are unable to find out or trace the same.
5. Since the date of issue of said certificate. I/We have not sold, mortgaged, pledged, or otherwise encumbered or disposed off 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. To the best of my/our knowledge and belief, the said certificate(s) has/have either been lost or been accidentally destroyed. In case at any time, I/We find the said certificate(s) or any of them, I/We shall immediately inform and handover the same to the Company.
6. I/We have already executed an Indemnity Bond for issuing duplicate share certificate in lieu of the original share certificate(s) for the aforesaid shares held by me/us.
7. I/We therefore request the Company (Apollo Tyres Limited) to issue duplicate share certificate in lieu of the original share certificate(s) for the aforesaid shares.
8. This affidavit is executed in favour of the company on my/our own volition.

VERIFICATION

I/We solemnly affirm that the statement contained in the above paragraphs are true to the best of my/our knowledge, information and belief and that nothing material has been concealed from being disclosed.

Solemnly affirmed and declared on _____

On this _____ day of _____, _____

Signature of Applicant / Deponent

Identified by me

Before me

Advocate

S.E.M / Oaths Commissioner / Notary

ANNEXURE – V

On a stamp paper of ₹10/-
NO OBJECTION CERTIFICATE FROM OTHER LEGAL HEIR(S) FOR TRANSMISSION OF SHARES
IN THE NAME OF APPLICANT(S)

I, _____, son / daughter / spouse of _____ aged _____ years, an Indian Inhabitant / NRI presently residing at _____, do hereby solemnly affirm and declare as follows:

1. That Mr. / Mrs. / Ms. (name of deceased shareholder), the deceased, was holding (number of shares) Equity shares in Apollo Tyres Limited as per following details:

Folio No.	Certificate Nos.	Distinctive Nos.	Number of Shares
-----------	------------------	------------------	------------------

2. That the deceased expired intestate on (date of death as per death certificate) at (place of death) leaving behind him/her the following legal heir(s):

Sr. No.	Name of legal heir(s)	Age	Relationship with deceased
1.			
2.			
3.			

3. That I/we hereby declare that I/we do not desire to make any claim of the title of the said securities held by the deceased. I/We hereby agree to renounce all my/our rights existing as well as those which may accrue to me/us in future in respect of the aforesaid securities.
4. That I/we declare that I/we have no objection whatsoever in transmission of shares held by the deceased in the name of the applicant / claimant (name of applicant/s).
5. That I/we am/are executing this declaration to be submitted to the concerned authorities of Apollo Tyres Limited on my/our own volition.

VERIFICATION

I/We hereby solemnly affirm and state that the statement contained in the above paragraphs are true to the best of my/our knowledge, information and belief and that nothing material has been concealed from being disclosed.

Solemnly affirmed and declared on _____

On this _____ day of _____, _____

Signature of Applicant / Deponent

Identified by me

Before me

Advocate

S.E.M / Oaths Commissioner / Notary

**INDEMNITY BOND FOR TRANSMISSION OF SHARES WITHOUT PRODUCING SUCCESSION
CERTIFICATE / REGISTERED WILL / LETTER OF ADMINISTRATION**

To,
The Company Secretary,
Apollo Tyres Limited,
7, Institutional Area,
Sector 32, Gurgaon,
Haryana – 122 001.

WHEREAS

(Number of Shares) Equity Shares having face value of ₹1/- each and on which ₹1/- per share is paid comprised in the Share Certificate appears in the name of Late Mr. / Mrs. / Ms. *(name of deceased shareholder)* in the Register of Members of Apollo Tyres Limited having its Registered Office at 3rd Floor, Areekal Mansion, Panampilly Nagar, Kochi, Kerala, 682036, India as per the following details.

Folio No.

Certificate No.

Distinctive Nos.

Number of Shares

AND WHEREAS

Mr. / Mrs. / Ms. *(name of deceased shareholder)* expired on *(date of death as per death certificate)* leaving behind him/her the following heirs:

Sr. No.	Name & Address of Legal Heirs	Relationship with deceased
1.		
2.		
3.		

AND WHEREAS

The above mentioned shares were separate and self-acquired property of the deceased shareholder. According to the law of Intestate Succession applicable to him/her by which he/she was governed at the time of his/her death, the persons(s) mentioned herein above is/are the only legal heir(s) of the deceased. He/she/they is/are entitled to inherit solely/jointly the aforesaid shares covered under Folio No. _____ held by the deceased.

NOW THEREFORE

I/We, (*name of the applicant*) aged _____ years, an Indian Inhabitant/NRI presently residing at (*address of the applicant/s*) approach the Company to transmit the shares covered under Folio No. _____ bearing Certificate Nos. _____ held by the deceased in my/our favour and enter my/our name(s) in the Register of Members of the Company without production of Succession Certificate / Registered Will / Letter of Administration from the Court of competent jurisdiction. In consideration of the above, Company having agreed to transmit and register the aforesaid shares in my/our name(s) on execution of a bond by me/us in favour of the Company.

Upon transmission and registration of shares held by deceased shareholder in my/our name(s) by the Company, 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 to save, defend and indemnify the Company, its successors and assigns its estate and effects, its directors, manager, secretary and other shareholders and their 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 or 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), hereby sign and set my/our hands on this _____ day, _____, _____.

Name and address of applicant(s)

- 1.
- 2.
- 3.

Signature of applicant(s)

Name and address of witnesses

- 1.
- 2.

Signature of witnesses

Place :

Date :

SURETY IN FAVOUR OF APOLLO TYRES LIMITED UNDER FOLIO NO.

We, (*name of the surety No.1*) aged _____ years, an Indian Inhabitant / NRI presently 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, Indian Inhabitant / NRI presently 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 as 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 realize all claims, charges, costs, damages, demands, expenses and losses from our persons and our properties, as the case may be.

Place :

Date :

Surety No. 1

Signature

Name

Address

PAN No.

Annual Income
(as per latest ITR)

Surety No. 2

Signature

Name

Address

PAN No.

Annual Income
(as per latest ITR)

Witness No. 1

Name

Address

Signature

Witness No. 2

Name

Address

Signature

ANNEXURE – VIII

On a stamp paper of ₹10/-

**AFFIDAVIT FOR TRANSMISSION OF SHARES WITHOUT PRODUCING SUCCESSION CERTIFICATE
/ REGISTERED WILL / LETTER OF ADMINISTRATION**

I, _____, son / daughter / spouse of _____ aged _____ years, an Indian Inhabitant / NRI presently residing at _____, do hereby solemnly affirm and declare as follows:

1. That Mr. / Mrs. / Ms. (*name of deceased shareholder*), the deceased, was holding (*number of shares*) Equity shares in Apollo Tyres Limited as per following details:

Folio No.	Certificate Nos.	Distinctive Nos.	Number of Shares
-----------	------------------	------------------	------------------

2. That the deceased expired intestate on (*date of death as per death certificate*) at (*place of death*) leaving behind him/her the following legal heir(s):

Sr. No.	Name of legal heir(s)	Age	Relationship with deceased
1.			
2.			
3.			

3. That the above mentioned shares were separate and self-acquired property of the deceased. According to the law of Intestate Succession applicable to him/her by which he/she was governed at the time of his/her death, the person(s) mentioned hereinabove is/are the only legal heir(s) of the deceased. They are entitled to inherit solely/jointly the aforesaid shares covered under Folio No. _____ held by the deceased. The deceased has left no legal heir other than those mentioned above.
4. I/We have already executed an Indemnity Bond for transmission of aforesaid shares held by deceased in my/our name without producing Succession Certificate / Registered Will / Letter of Administration.
5. I/We therefore request the Company (Apollo Tyres Limited) to transmit the above mentioned shares in my/our name.
6. This affidavit is executed in favour of the company on my/our own volition.

VERIFICATION

I/We solemnly affirm that the statement contained in the above paragraphs are true to the best of my/our knowledge, information and belief and that nothing material has been concealed from being disclosed.

Solemnly affirmed and declared on _____

On this _____ day of _____, _____
Deponent

Signature of Applicant /

Identified by me

Before me

Advocate

S.E.M / Oaths Commissioner / Notary

PROCEDURE FOR TRANSMISSION OF SHARES

Value of shares > 200,000

1. Transmission Form (*Annexure-I*)
2. Proof of claim, (any 1) duly notarized with page no. & serial no. of Notary Register
 - Succession Certificate;
 - Registered Will;
 - Letter of Administration.
3. Share Certificate
 - Attach original share certificate having face value of ₹ 1;
4. Death Certificate
 - Duly notarized
5. KYC documents of applicant:
 - Self-attested copy of Aadhar Card;
 - Self-attested copy of PAN Card.
6. Original Cancelled Cheque bearing the name of applicant;
7. KYC documents of other legal heir(s), if any:
 - Self-attested copy of Aadhar Card;
 - Self-attested copy of PAN Card.
8. Appointment of Nominee:
 - If the applicant wishes to appoint nominee of his/her shares, then he/she needs to follow the procedure of nomination.

Value of shares ≤ 200,000

1. Transmission Form (***Annexure-I***)
2. Death Certificate
 - Duly notarized.
3. Share Certificate
 - Attach original share certificate having face value of ₹ 1;
4. KYC documents of applicant
 - Self-attested Aadhar Card;
 - Self-attested PAN Card.
5. Original Cancelled Cheque bearing the name of applicant
6. KYC documents of other legal heirs, if any
 - Self-attested copy of Aadhar Card;
 - Self-attested copy of PAN Card.
7. Indemnity Bond (***Annexure-II***)
 - It should be executed on a stamp paper of ₹200;
 - Every page of Indemnity Bond should be signed by the shareholder(s);
 - Duly Notarized;
 - Mention the Page No. & Serial No. of Notary Register in Indemnity Bond;
 - It should be signed by 2 witnesses who should be different individuals belonging to a different family;
 - Maximum 3 legal heir(s) can apply for transmission of shares.
8. Surety Bond (***Annexure-III***)
 - 2 Sureties are required to sign the bond;
 - It should be witnessed by two persons;
 - It should be executed on a stamp paper of ₹200;
 - Every page of Surety Bond should be signed;
 - Duly Notarized;
 - Attach self-attested Aadhar Card & PAN Card of each surety;
 - Attach latest Income Tax Return (ITR) of each surety.
9. Affidavit (***Annexure-IV***)
 - It should be executed on a stamp paper of ₹20. However, applicant who are residents of Maharashtra, shall execute the affidavit on a stamp paper of ₹100;
 - Every page of Affidavit should be signed;
 - Duly Notarized & Attested by Notary/S.E.O/Oaths Commissioner.
10. Appointment of Nominee
 - If the applicant wishes to appoint nominee of his/her shares, then he/she needs to follow the procedure of nomination.
11. NOC from other legal heir(s) for transmission of shares in the name of applicant (***Annexure-V***).

Transmission of shares in the name of joint holder

1. Transmission Form (*Annexure-I*)
2. Death Certificate
 - Duly notarized.
3. KYC documents of joint holder(s)
 - Self-attested copy of Aadhar Card;
 - Self-attested copy of PAN Card.
4. Original Cancelled Cheque bearing the name of joint holder;
5. Share Certificate
 - Attach original share certificate having face value of ₹ 1;

REQUEST LETTER FOR TRANSMISSION OF SHARES*(Only for shares held in physical form)*

From :

(Name & Address of Shareholder)

Date :

Apollo Tyres Limited
Share Department,
7, Institutional Area,
Sector 32, Gurgaon,
Haryana – 122 001

Dear Sir,

Re: Transmission of Shares.

This is to inform you that (*Number of Shares*) Equity Shares of Apollo Tyres Limited are held in the name of Mr. / Mrs. / Ms. (*Name of shareholder(s)*), as per the details given below.

Folio No.	Distinctive Nos.	Certificate Nos.

Consequent to death of Mr. / Mrs. / Ms. (*Name of deceased shareholder*) on (*Date of death as per death certificate*), I/we request you to register the above-mentioned Equity Shares in the name(s) of the following legal heir(s): -

Mr./Mrs./Ms. (Full Name)	Age	Occupation	Address (with pin code)	Father / Husband Name (Full Name)

The share certificate(s) (details given above) along with the documents prescribed by the Company are sent herewith as enclosure to this letter.

Specimen Signature of Legal HeirsPAN Card NoEmail – ID

1. _____
2. _____
3. _____

Attestation

I hereby attest the above signature(s)
(to be attested by a Nationalized Bank Manager with Office Seal)

Signature _____ Name of the Bank _____

Address of the Bank _____

Phone No _____

(To be filled by Share Department)

Regn. No. _____

New Folio No. _____

Date of Approval _____

Signature _____

ANNEXURE – II

**INDEMNITY BOND FOR TRANSMISSION OF SHARES WITHOUT PRODUCING SUCCESSION
CERTIFICATE / REGISTERED WILL / LETTER OF ADMINISTRATION**

To,
The Company Secretary,
Apollo Tyres Limited,
7, Institutional Area,
Sector 32, Gurgaon,
Haryana – 122 001.

WHEREAS

(Number of Shares) Equity Shares having face value of ₹1/- each and on which ₹1/- per share is paid comprised in the Share Certificate appears in the name of Late Mr. / Mrs. / Ms. *(name of deceased shareholder)* in the Register of Members of Apollo Tyres Limited having its Registered Office at 3rd Floor, Areekal Mansion, Panampilly Nagar, Kochi, Kerala, 682036, India as per the following details.

Folio No.

Certificate No.

Distinctive Nos.

Number of Shares

AND WHEREAS

Mr. / Mrs. / Ms. *(name of deceased shareholder)* expired on *(date of death as per death certificate)* leaving behind him/her the following heirs:

Sr. No.	Name & Address of Legal Heirs	Relationship with deceased
1.		
2.		
3.		

AND WHEREAS

The above mentioned shares were separate and self-acquired property of the deceased shareholder. According to the law of Intestate Succession applicable to him/her by which he/she was governed at the time of his/her death, the persons(s) mentioned herein above is/are the only legal heir(s) of the deceased. He/she/they is/are entitled to inherit solely/jointly the aforesaid shares covered under Folio No. _____ held by the deceased.

NOW THEREFORE

I/We, (*name of the applicant*) aged _____ years, an Indian Inhabitant/NRI presently residing at (*address of the applicant/s*) approach the Company to transmit the shares covered under Folio No. _____ bearing Certificate Nos. _____ held by the deceased in my/our favour and enter my/our name(s) in the Register of Members of the Company without production of Succession Certificate / Registered Will / Letter of Administration from the Court of competent jurisdiction. In consideration of the above, Company having agreed to transmit and register the aforesaid shares in my/our name(s) on execution of a bond by me/us in favour of the Company.

Upon transmission and registration of shares held by deceased shareholder in my/our name(s) by the Company, 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 to save, defend and indemnify the Company, its successors and assigns its estate and effects, its directors, manager, secretary and other shareholders and their 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 or 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), hereby sign and set my/our hands on this _____ day, _____, _____.

Name and address of applicant(s)

- 1.
- 2.
- 3.

Signature of applicant(s)

Name and address of witnesses

- 1.
- 2.

Signature of witnesses

Place :

Date :

ANNEXURE – III

SURETY IN FAVOUR OF APOLLO TYRES LIMITED UNDER FOLIO NO.

We, (*name of the surety No.1*) aged _____ years, an Indian Inhabitant / NRI presently 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, Indian Inhabitant / NRI presently 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 as 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 realize all claims, charges, costs, damages, demands, expenses and losses from our persons and our properties, as the case may be.

Place :

Date :

Surety No. 1

Signature

Name

Address

PAN No.

Annual Income
(as per latest ITR)

Surety No. 2

Signature

Name

Address

PAN No.

Annual Income
(as per latest ITR)

Witness No. 1

Name

Address

Signature

Witness No. 2

Name

Address

Signature

ANNEXURE – IV

On a stamp paper of ₹10/-
AFFIDAVIT FOR TRANSMISSION OF SHARES WITHOUT PRODUCING SUCCESSION CERTIFICATE /
REGISTERED WILL / LETTER OF ADMINISTRATION

I, _____, son / daughter / spouse of _____ aged _____ years, an Indian Inhabitant / NRI presently residing at _____, do hereby solemnly affirm and declare as follows:

1. That Mr. / Mrs. / Ms. (*name of deceased shareholder*), the deceased, was holding (*number of shares*) Equity shares in Apollo Tyres Limited as per following details:

Folio No.	Certificate Nos.	Distinctive Nos.	Number of Shares
-----------	------------------	------------------	------------------

2. That the deceased expired intestate on (*date of death as per death certificate*) at (*place of death*) leaving behind him/her the following legal heir(s):

Sr. No.	Name of legal heir(s)	Age	Relationship with deceased
1.			
2.			
3.			

3. That the above mentioned shares were separate and self-acquired property of the deceased. According to the law of Intestate Succession applicable to him/her by which he/she was governed at the time of his/her death, the person(s) mentioned hereinabove is/are the only legal heir(s) of the deceased. They are entitled to inherit solely/jointly the aforesaid shares covered under Folio No. _____ held by the deceased. The deceased has left no legal heir other than those mentioned above.
4. I/We have already executed an Indemnity Bond for transmission of aforesaid shares held by deceased in my/our name without producing Succession Certificate / Registered Will / Letter of Administration.
5. I/We therefore request the Company (Apollo Tyres Limited) to transmit the above mentioned shares in my/our name.
6. This affidavit is executed in favour of the company on my/our own volition.

VERIFICATION

I/We solemnly affirm that the statement contained in the above paragraphs are true to the best of my/our knowledge, information and belief and that nothing material has been concealed from being disclosed.

Solemnly affirmed and declared on _____

On this _____ day of _____, _____

Signature of Applicant / Deponent

Identified by me

Before me

Advocate

S.E.M / Oaths Commissioner / Notary

On a stamp paper of ₹10/-
NO OBJECTION CERTIFICATE FROM OTHER LEGAL HEIR(S) FOR TRANSMISSION OF SHARES IN
THE NAME OF APPLICANT(S)

I, _____, son / daughter / spouse of _____ aged _____ years, an Indian Inhabitant / NRI presently residing at _____, do hereby solemnly affirm and declare as follows:

1. That Mr. / Mrs. / Ms. (name of deceased shareholder), the deceased, was holding (number of shares) Equity shares in Apollo Tyres Limited as per following details:

Folio No.	Certificate Nos.	Distinctive Nos.	Number of Shares
-----------	------------------	------------------	------------------

2. That the deceased expired intestate on (date of death as per death certificate) at (place of death) leaving behind him/her the following legal heir(s):

Sr. No.	Name of legal heir(s)	Age	Relationship with deceased
1.			
2.			
3.			

3. That I/we hereby declare that I/we do not desire to make any claim of the title of the said securities held by the deceased. I/We hereby agree to renounce all my/our rights existing as well as those which may accrue to me/us in future in respect of the aforesaid securities.
4. That I/we declare that I/we have no objection whatsoever in transmission of shares held by the deceased in the name of the applicant / claimant (name of applicant/s).
5. That I/we am/are executing this declaration to be submitted to the concerned authorities of Apollo Tyres Limited on my/our own volition.

VERIFICATION

I/We hereby solemnly affirm and state that the statement contained in the above paragraphs are true to the best of my/our knowledge, information and belief and that nothing material has been concealed from being disclosed.

Solemnly affirmed and declared on _____

On this _____ day of _____, _____

Signature of Applicant / Deponent

Identified by me

Before me

Advocate

S.E.M / Oaths Commissioner / Notary