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

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

Form ISR-4

(see circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

Request for issue of Duplicate Certificate and other Service Requests

(for Securities - Shares / Debentures / Bonds, etc., held in physical form)

		Date//				
/ We are submitting the following properties / / / / / / / / / / / / / / / / / / /	ng docume ialize my /	ed for processing all service request: ents / details and undertake to request the our securities within 120 days from the date wed from the RTA/Issuer Company (tick as				
Demat Account No. (If available):						
Provide Client Master List (CML)) of your De	emat Account from the Depository Participant*				
 Provide the following details, if circular dated November 03, 202 	•	not already available with the RTA (see <u>SEB</u>				
PAN		Specimen Signature				
Nomination / Declaration to Opt-o	out					
Tolio from the information available in your CML). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use <u>Form ISR-1</u> in <u>SEB circular dated November 03, 2021</u> . B. I / We request you for the following (tick ✓ relevant box) □ Issue of Duplicate certificate □ Claim from Unclaimed Suspense						
issue of Duplicate certificate		Account				
Replacement / Renewal / Exc securities certificate	change of	☐ Endorsement				
☐ Sub-division / Splitting of securities certificate		Consolidation of Folios				
Consolidation of Securities certificate		Transmission				
Transposition (Mention the new	w order of l	holders here)				
C. I / We are enclosing certificat	e(s) as deta	tailed helow**:				
Name of the Issuer Company	0(0) 00 000	initia below .				
Folio Number						
Name(s) of the security	1.					
	2.					
	3.					
•						

Ce	ertificate numbers						
Di	stinctive numbers						
Nι	umber & Face value of						
se	curities						
** W	/herever applicable / whicheve	er details a	re available				
D.	Document / details required	for specifi	r service request:				
Document / details required for specific service request:I. Duplicate securities certificate							
II.	II. Claim from Unclaimed Suspense Account						
			, , ,				
	Securities claimed		(in numbers) (in words)				
			(iii words)				
III.	☐ Replacement / Renewal ,	/ Exchange	of securities certificate				
	(that is defaced, mutilated)	ted, torn, o	decrepit, worn out or where the page on the				
IV.	☐ Endorsement						
٧.	\square Sub-division / Splitting of securities certificate						
VI.	☐ Consolidation of securities certificate/Folios						
VII.	☐ Transmission						
VIII.	\square Transposition						
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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.

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	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3				
Signature	√	√	√				
Name	J	J	J				
Full address	√						
PIN	✓ □□□□□						

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.