

## LETTER OF OFFER

### THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION

This Letter of Offer is being sent to you as a registered Equity Shareholder of Indian Toners & Developers Limited as on the Record Date (as defined below) in accordance with the Securities and Exchange Board of India (Buy-Back of Securities) Regulations, 2018, as amended. If you require any clarifications about the action to be taken, you should consult your Stock Broker (as defined below) or your investment consultant or the Manager to the Buyback i.e., Corporate Professionals Capital Private Limited or the Registrar to the Buyback, i.e., Alankit Assignments Limited.

Please refer to the "Definitions" section of this Letter of Offer for the definitions of capitalized terms used herein.



### INDIAN TONERS & DEVELOPERS LIMITED

CIN: L74993UP1990PLC015721

Registered Office: 10.5 KM Mile Stone, Rampur - Bareilly Road, Rampur, Uttar Pradesh, 244901

Ph: +011-45017000, Fax: +011-45017043

Website: [www.indiantoners.com](http://www.indiantoners.com), E-mail: [investors@indiantoners.com](mailto:investors@indiantoners.com)

Contact Person: Mr. S.C. Singhal, Company Secretary & Compliance Officer

**OFFER FOR BUYBACK OF UP TO 23,11,610 (TWENTY-THREE LAKHS ELEVEN THOUSAND SIX HUNDRED TEN ONLY) FULLY PAID-UP EQUITY SHARES OF FACE VALUE ₹ 10/- (RUPEES TEN ONLY) EACH OF THE COMPANY (AS DEFINED BELOW), REPRESENTING UP TO 17.56% OF THE TOTAL PAID-UP EQUITY SHARE CAPITAL OF THE COMPANY, FROM ALL THE ELIGIBLE SHAREHOLDERS (AS DEFINED BELOW) OF THE COMPANY AS ON THE RECORD DATE I.E. FRIDAY, JANUARY 15, 2021, ON A PROPORTIONATE BASIS, THROUGH THE TENDER OFFER (AS DEFINED BELOW) ROUTE, AT A PRICE OF ₹ 160/- (RUPEES ONE HUNDRED SIXTY ONLY) PER EQUITY SHARE FOR AN AGGREGATE AMOUNT OF UP TO ₹ 36,98,57,600 (RUPEES THIRTY SIX CRORES AND NINETY EIGHT LAKHS FIFTY SEVEN THOUSANDS SIX HUNDRED ONLY).**

1. The Buyback (as defined below) is in accordance with Article 4 of the Articles (as defined below), Sections 68, 69 and 70 and all other applicable provisions, if any, of the Companies Act (as defined below), the SCD Rules (as defined below), to the extent applicable, and in compliance with the Buyback Regulations (as defined below) and subject to such other approvals, permissions and sanctions as may be necessary, and such other conditions and modifications, if any, as may be prescribed or imposed by the appropriate authorities while granting such approvals, permissions and sanctions, which may be agreed by the Board (as defined below).
2. The Buyback is within the statutory limits of 25% of the total paid-up equity share capital and free reserves as per the audited standalone and consolidated financial statements of the Company as at March 31, 2020 (the last audited financial statements available as on the date of the Board Meeting (as defined below) recommending the proposal of the Buyback). The Buyback Size (as defined below) is 20.06% and 20.26% of the aggregate of the total paid-up equity share capital and free reserves of the Company on standalone and consolidated basis, respectively, as at March 31, 2020, and represents up to 17.56% of the total issued and paid-up equity share capital of the Company.
3. A copy of the Public Announcement (as defined below), the Draft Letter of Offer and this Letter of Offer (including the Tender Form) shall also be available on the website of Securities and Exchange Board of India at: <https://www.sebi.gov.in>. The Letter of Offer will also be available on the websites of the Company, the Registrar to the Buyback, the Stock Exchange and the Manager at [www.indiantoners.com](http://www.indiantoners.com), [www.alankit.com](http://www.alankit.com), [www.bseindia.com](http://www.bseindia.com), and [www.corporateprofessionals.com](http://www.corporateprofessionals.com) respectively.
4. The Letter of Offer will be sent to the Equity Shareholder(s) (as defined below)/beneficial owner(s) of Equity Shares as on the Record Date i.e., Friday, January 15, 2021 ("Eligible Shareholders").
5. The procedure for tendering and settlement is set out in paragraph 20 on page 36 of this Letter of Offer. The Form of Acceptance-cum-Acknowledgement (the Tender Form) is enclosed together with this Letter of Offer.
6. For mode of payment of consideration to the Eligible Shareholders, please refer to paragraph 20.25 on page 42 of this Letter of Offer.
7. Eligible Shareholders are advised to refer to Details of the Statutory Approvals (paragraph 17 of page 30) and Note on Taxation (paragraph 21 of page 44) before tendering their Equity Shares in the Buyback.

#### BUYBACK PROGRAMME

**BUYBACK OPENS ON: THURSDAY MARCH 04, 2021**

**BUYBACK CLOSES ON: THURSDAY, MARCH 18, 2021**

**MANAGER TO THE BUYBACK**

**REGISTRAR TO THE BUYBACK**



**Corporate Professionals Capital Private Limited**  
D-28, South Extension Part-1, New Delhi-110049, India  
Tel: 011-40622230/ 40622200;  
**Contact person:** Ms Anjali Aggarwal,  
**Email:** [mb@indiacp.com](mailto:mb@indiacp.com)  
**Website:** [www.corporateprofessionals.com](http://www.corporateprofessionals.com)  
**Investor grievance e-mail:** [mb@indiacp.com](mailto:mb@indiacp.com)  
**SEBI Registration No.:** INM000011435  
**Validity Period:** Permanent  
**Corporate Identity Number:** U74899DL2000PTC104508



Health & Wealth, We Manage Both  
**Alankit Assignments Limited**  
Alankit House, 4E/2, Jhandewalan Extension,  
New Delhi – 110055  
**Tel:** +91 11 42541234; 2354 1234;  
**Fax:** +91 11 4154 3474; 2355 2001  
**Email:** [rta@alankit.com](mailto:rta@alankit.com), [info@alankit.com](mailto:info@alankit.com)  
**Website:** [www.alankit.com](http://www.alankit.com)  
**Contact Person:** Mr. Virender Sharma  
**SEBI Registration No.:** INR000002532  
**Validity Period:** Permanent  
**Corporate Identity Number:** U74210DL1991PLC042569

## Table of Contents

1. SCHEDULE OF ACTIVITIES:.....	3
2. DEFINITION OF KEY TERMS: .....	3
3. DISCLAIMER CLAUSE .....	6
4. TEXT OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS.....	7
5. DETAILS OF THE PUBLIC ANNOUNCEMENT .....	13
6. DETAILS OF THE BUYBACK.....	13
7. AUTHORITY FOR THE BUYBACK.....	15
8. NECESSITY OF THE BUYBACK.....	16
9. MANAGEMENT DISCUSSION AND ANALYSIS OF THE LIKELY IMPACT OF THE BUYBACK ON THE COMPANY .....	16
10. BASIS OF CALCULATING THE BUYBACK PRICE.....	21
11. SOURCES OF FUNDS FOR THE BUYBACK.....	21
12. DETAILS OF THE ESCROW ACCOUNT AND THE AMOUNT DEPOSITED THEREIN .....	22
13. CAPITAL STRUCTURE AND SHAREHOLDING PATTERN.....	22
14. BRIEF INFORMATION OF THE COMPANY.....	24
15. FINANCIAL INFORMATION ABOUT THE COMPANY.....	27
16. STOCK MARKET DATA .....	29
17. DETAILS OF THE STATUTORY APPROVALS.....	30
18. DETAILS OF THE REGISTRAR TO THE BUYBACK AND COLLECTION CENTRES.....	31
19. PROCESS AND METHODOLOGY FOR THE BUYBACK .....	31
20. PROCEDURE FOR TENDER OFFER AND SETTLEMENT .....	36
21. NOTE ON TAXATION.....	44
22. DECLARATION BY THE BOARD OF DIRECTORS.....	46
23. AUDITORS CERTIFICATE.....	47
24. DOCUMENTS FOR INSPECTION .....	48
25. DETAILS OF THE COMPLIANCE OFFICER .....	49
26. DETAILS OF THE REMEDIES AVAILABLE TO THE EQUITY SHAREHOLDERS/ BENEFICIAL OWNERS .....	49
27. DETAILS OF INVESTOR SERVICE CENTRE .....	50
28. DETAILS OF THE MANAGER TO THE BUYBACK.....	50
29. DECLARATION BY THE DIRECTORS REGARDING AUTHENTICITY OF THE INFORMATION IN THIS LETTER OF OFFER.....	50
30. OFFER FORM.....	51

Summary of the Buyback Process for Eligible Shareholders	
<b>Receipt of Tender form</b>	<ul style="list-style-type: none"> <li>• An Eligible Shareholder (equity shareholder as on the Record Date i.e. Friday, January 15, 2021) will receive a Tender Form, which will include the number of Equity Shares that he/she/it is entitled to tender in the Buyback.</li> <li>• If the Eligible Shareholder does not receive the Tender Form for any reason, he/she/it can download the same from the link <a href="https://www.indiantoners.com">https://www.indiantoners.com</a>.</li> <li>• The Eligible Shareholder may also approach and request Alankit Assignments Limited, the Registrar to the Buyback for a duplicate Tender Form. The contact details of the Registrar are on page 31, of this Letter of Offer.</li> </ul>
<b>Tendering Period</b>	<ul style="list-style-type: none"> <li>• Eligible Shareholders can tender their Equity Shares in the Buyback only during the Tendering Period, which is from Thursday, March 04, 2021 to Thursday, March 18, 2021.</li> </ul>
<b>Tendering Equity Shares in the Buyback</b>	<ul style="list-style-type: none"> <li>• <b>Eligible Shareholders can only participate in the Buyback by placing a bid through a Stock Broker registered with the BSE.</b></li> <li>• Eligible Shareholders are required to instruct their respective Stock Broker of the details of the Equity Shares intended to be tendered under the Buyback.</li> <li>• Please note instructions can be provided through delivery instruction slip/phone/online depending on the facility provided by your Stock Broker. <b>We urge you to contact your Stock Broker in advance to understand the requirements of placing a bid.</b></li> <li>• Prior to placing a bid, and using the early pay in mechanism as prescribed by relevant SEBI Circulars (as defined below), the Stock Broker will transfer the Equity Shares tendered by the Eligible Shareholder to the Clearing Corporation (as defined below). <ul style="list-style-type: none"> <li>– If the Stock Broker is not the Depository Participant (as defined below) of an Eligible Shareholder, such Eligible Shareholder should instruct his/her/its Depository Participant to transfer the Equity Shares intended to be tendered by such Eligible Shareholder to the Clearing Corporation, by using the early pay in mechanism.</li> </ul> </li> <li>• The settlement number of the special account opened with the Clearing Corporation under which the Equity Shares are to be transferred for the Buyback will be provided in a separate circular to be issued by the Clearing Corporation.</li> </ul>
<b>Confirmation by Stock Broker</b>	<ul style="list-style-type: none"> <li>• Upon placing the bid, the Stock Broker will provide the TRS (as defined below) generated by the stock exchange bidding system to the Eligible Shareholder.</li> <li>• <b>On receipt of TRS, the Eligible Shareholder has successfully tendered Equity Shares in the Buyback.</b> <ul style="list-style-type: none"> <li>– Please note that an Eligible Shareholder participating through online website platform of the Stock Broker may receive an acknowledgement in place of a TRS.</li> </ul> </li> </ul>
<b>Submission of Tender Form</b>	<ul style="list-style-type: none"> <li>• In addition to placing the bid through the Stock Broker, the Eligible Shareholder holding <b>Equity Shares in physical form</b> should submit the duly filled in and signed Tender Form, TRS and requisite documents to the Registrar to the Buyback before 5 P.M. on Monday, March 22, 2021.</li> <li>• <b>Eligible Shareholders tendering dematerialized Equity Shares under the Buyback are not required to submit the Tender Form and the TRS to the Registrar.</b></li> </ul>
<b>Receipt of Buyback consideration</b>	<ul style="list-style-type: none"> <li>• The Acceptance (as defined below) of Equity Shares tendered by an Eligible Shareholder in the Buyback is subject to the provisions of the</li> </ul>

<p><b>&amp;return of unaccepted shares</b></p>	<p>Buyback Regulations and terms and conditions contained in this Letter of Offer.</p> <ul style="list-style-type: none"> <li>• Eligible Shareholders must ensure that their demat account(s) is active and unblocked for receipt of unaccepted shares and that their bank account is linked with their demat account for credit of remittance on Acceptance of Equity Shares under the Buyback.</li> <li>• Post completion of the Buyback, the Company will inform the Eligible Shareholders of payment of Buyback consideration and return of unaccepted shares through a public announcement.</li> <li>• As per the provisions of the Buyback Regulations, the Company will pay gross amount i.e. number of Equity Shares Accepted multiplied by the Buyback Price (₹ 160/- per Equity Share) for the Accepted Equity Shares to the Clearing Corporation of the Stock Exchange (as defined below).</li> <li>• Eligible Shareholder(s) whose Equity Shares have been Accepted under the Buyback will directly receive the consideration from the Clearing Corporation/Stock Broker.</li> <li>• Eligible Shareholder(s) should consult their respective Stock Broker for any cost, applicable taxes, charges and expenses (including brokerage, securities transaction tax and stamp duty) etc., that may be levied by the Stock Broker for tendering Equity Shares in the Buyback. <b>Such additional costs, charges and expenses (including brokerage, securities transaction tax and stamp duty) are to be borne solely by the Eligible Shareholder and the Company will not be responsible to bear or pay the same.</b></li> </ul>
--	---

Please refer to section 2 for defined terms and section 20 of this Letter of Offer for detailed procedure to be followed by Eligible Shareholders for tendering in the Buyback Offer.

*The above is not an exhaustive description of the buyback process or of the terms and conditions thereof and is only intended to assist the Eligible Shareholders by serving as a high-level summary. The above is not intended to be and cannot be a substitute for the detailed terms and conditions contained in this Letter of Offer. All shareholders of the Company are requested to read the entire Letter and terms and conditions of the Buyback. Please consult your respective legal/tax/other advisors prior to participation in the Buyback. If you require any clarifications about actions to be taken, you should consult your Stock Broker or your investment consultant or the Manager to the Buyback i.e. Corporate Professionals Capital Private Limited or the Registrar to the Buyback i.e. Alankit Assignments Limited.*

NO OFFER TO SUBSCRIBE/PURCHASE/SELL, OR AN INVITATION TO SUBSCRIBE/PURCHASE/SELL, ANY SECURITIES OF THE COMPANY IN ANY JURISDICTION OR AS A SOLICITATION OR AN INVITATION TO SUBSCRIBE/PURCHASE/SELL ANY SECURITIES INCLUDING THE EQUITY SHARES OF THE COMPANY.

- Special notice to security holders of the Company in the United States of America: the Buyback is being made for securities of an Indian company and is subject to the laws of India. It is important for securities holders of the Company in the U.S. to be aware that this Letter of Offer is subject to the Tender Offer laws and regulations of India, which are different from those in the U.S., and has been prepared in accordance with Indian laws, the format and style of which differs from customary U.S. format and style. Certain of the U.S. federal securities laws apply to the Buyback, as there are U.S. holders of Equity Shares. The Buyback is being treated in the U.S. as one to which the “Tier I” exemption mentioned in Rule 13(e)-4(h)(8) under the Securities Exchange Act of 1934, as amended, is applicable.
- This Letter of Offer together with the Public Announcement that was published on January 2, 2021 in connection with this Buyback, has been prepared for the purposes of compliance with applicable Indian laws and regulations. Accordingly, the information disclosed may not be the same as that which would have been disclosed if this document had been prepared in accordance with the laws and regulations of any jurisdiction outside of India. The Company and the Manager to the Buyback

are under no obligation to update the information contained herein at any time after the date of this Letter of Offer. This Letter of Offer does not in any way constitute an offer in any form, or an invitation in any form to subscribe/purchase/sell, any securities of the Company in any jurisdiction, or as a solicitation or an invitation in any form to subscribe/purchase/sell any securities including the Equity Shares of the Company.

- No action has been or will be taken to permit the Buyback in any jurisdiction where action would be required for that purpose. This Letter of Offer has been dispatched to all Equity Shareholders whose names appeared on the register of members of the Company, as of the Record Date. However, receipt of the Letter of Offer by any Eligible Shareholder in a jurisdiction in which it would be illegal to make this Offer, or where making this Offer would require any action to be taken (including, but not restricted to, registration of this Letter of Offer under any local securities laws), shall not be treated by such Eligible Shareholder as an offer being made to them and shall be construed by them as being sent for information purposes only.
- Persons in possession of this Letter of Offer are required to inform themselves of any relevant restrictions in their respective jurisdictions. Any Eligible Shareholder who tenders his, her or its Equity Shares in the Buyback/Offer shall be deemed to have declared, represented, warranted and agreed that he, she or it is authorized under the provisions of any applicable local laws, rules, regulations and statutes to participate in the Buyback.

## 1. SCHEDULE OF ACTIVITIES:

<b>Activity</b>	<b>Date</b>	<b>Day</b>
Date of the Board Meeting to approve the proposal for Buyback of Equity Shares	<b>November 5, 2020</b>	<b>Thursday</b>
Date of declaration of results of the postal ballot through remote e-voting for special resolution by the Equity Shareholders, approving the Buyback	<b>December 31, 2020</b>	<b>Thursday</b>
Date of publication of Public Announcement for the Buyback	<b>January 2, 2021</b>	<b>Saturday</b>
Record Date for determining the Buyback Entitlement and the names of Eligible Shareholders	<b>January 15, 2021</b>	<b>Friday</b>
Buyback Opening Date	<b>March 04, 2021</b>	<b>Thursday</b>
Buyback Closing Date	<b>March 18, 2021</b>	<b>Thursday</b>
Last date and time for the receipt of completed Tender Forms and other specified documents including physical share certificates (as applicable) by the Registrar to the Buyback	<b>March 22, 2021</b>	<b>Monday</b>
Last date of verification by the Registrar to the Buyback	<b>March 24, 2021</b>	<b>Wednesday</b>
Last date for providing Acceptance/non-Acceptance to the Stock Exchange by the Registrar to the Buyback	<b>March 24, 2021</b>	<b>Wednesday</b>
Last date for settlement of bids on the Stock Exchange	<b>March 25, 2021</b>	<b>Thursday</b>
Last date for return of unaccepted Equity Shares by Stock Exchange to Eligible Shareholders/Stock Brokers	<b>March 25, 2021</b>	<b>Thursday</b>
Last date for payment of consideration to Eligible Shareholders who participated in the Buyback	<b>March 25, 2021</b>	<b>Thursday</b>
Last date for extinguishment of Equity Shares	<b>April 08, 2021</b>	<b>Thursday</b>

*Note: Where last dates are mentioned for certain activities, such activities may happen on or before the respective last dates.*

## 2. DEFINITION OF KEY TERMS:

This Letter of Offer uses certain definitions and abbreviations which, unless the context otherwise indicates or implies or specifies otherwise, shall have the meaning as provided below. References to any legislation, act, regulations, rules, guidelines or policies shall be to such legislation, act, regulations, rules, guidelines or policies as amended, supplemented, or re-enacted from time to time and any reference to a statutory provision shall include any subordinate legislation made from time to time under that provision.



Acceptance/Accept/ Accepted	Acceptance of fully paid-up Equity Shares tendered by Eligible Shareholders in the Buyback.
Additional Equity Shares	Additional Equity Shares tendered by an Eligible Shareholder over and above the Buyback Entitlement of such Eligible Shareholder not exceeding the Equity Shares held by such Eligible Shareholder as on the Record Date.
Articles	Articles of Association of the Company.
Board/Board of Directors	Board of Directors of the Company (which term shall include any committee constituted and authorized by the Board pursuant to its resolution dated November 5, 2020 to exercise its powers, in connection with the Buyback).
Board Meeting	Meeting of the Board of Directors held on November 5, 2020.
BSE	BSE Limited
Buyback/Offer	Offer by the Company to buyback up to a maximum of 23,11,610 (Twenty-Three Lakh Eleven Thousand Six Hundred Ten Only) fully paid-up Equity Shares at the Buyback Price from Eligible Shareholders, through the Tender Offer route through the stock exchange mechanism in terms of the Buyback Regulations read with the SEBI Circulars, on a proportionate basis.
Buyback Period	The period between the date of declaration of results of the postal ballot through remote e-voting i.e., December 31, 2020 and the date on which the payment of consideration to the shareholders, whose Equity Shares have been Accepted under the Buyback, will be made.
Buyback Committee	The Buyback Committee, comprising Mr. Sushil Jain, Chairman & Managing Director, Mr. Akshat Jain, Wholetime Director, and Mr. S.C Singhal, Company Secretary & Compliance Officer, constituted and authorized for the purposes of the Buyback by the resolution dated November 5, 2020 of the Board of Directors.
Buyback Closing Date	Thursday, March 18, 2021
Buyback Entitlement	The number of Equity Shares that an Eligible Shareholder is entitled to tender in the Buyback, based on the number of Equity Shares held by such Eligible Shareholder, on the Record Date and the ratio of Buyback applicable to the category, to which such Eligible Shareholder belongs.
Buyback Opening Date	Thursday, March 04, 2021
Buyback Price	Price at which Equity Shares will be bought back from the Eligible Shareholders i.e., ₹ 160/- (Rupees One Hundred Sixty only) per fully paid-up Equity Share, payable in cash.
Buyback Regulations	The Securities and Exchange Board of India (Buy-Back of Securities) Regulations, 2018 including any statutory modifications or re-enactments thereof
Buyback Size	Maximum number of Equity Shares proposed to be bought back (i.e., 23,11,610 Equity Shares (Twenty-Three Lakhs Eleven Thousand Six Hundred Ten Only) multiplied by the Buyback Price (i.e. ₹ 160/- (Rupees One Hundred Sixty only) per Equity Share) aggregating up to ₹. 36,98,57,600 (Rupees Thirty-Six Crores and Ninety-Eight Lakhs Fifty Seven Thousands Six Hundred Only).
CDSL	Central Depository Services (India) Limited.
Clearing Corporation	Indian Clearing Corporation Limited or the NSE Clearing Limited (formerly known as National Securities Clearing Corporation Limited), as applicable.
Companies Act	The Companies Act, 2013, together with the Rules, as amended.
Company	Indian Toners & Developers Limited
Company Demat Account	Demat account of the Company designated for the Buyback.
Company's Broker	SMC Global Securities Limited

Depositories	Collectively, the CDSL and NSDL.
Designated Stock Exchange	The designated stock exchange for the Buyback, being the BSE.
DP	Depository Participant
Draft Letter of Offer	The Draft Letter of Offer dated January 8, 2021.
Eligible Shareholder(s)	Person(s) eligible to participate in the Buyback/Offer and would mean all Equity Shareholders as on the Record Date being Friday, January 15, 2021.
Equity Shares	Fully paid-up equity shares of face value of ₹ 10/- (Rupees Ten only) each of the Company.
Equity Shareholder(s)	Holder(s) of the fully paid-up Equity Shares including beneficial owner(s) thereof.
Escrow Account	The Escrow Agreement dated January 21, 2021 entered into amongst the Company, the Escrow Agent and the Manager.
GST	Goods and Services Tax
HUF	Hindu Undivided Family.
IT Act/Income Tax Act	Indian Income-tax Act, 1961, as amended
Letter of Offer	This Letter of Offer dated February 18, 2021 filed with SEBI containing disclosures in relation to the Buyback as specified in Schedule III of the Buyback Regulations, including comments received from SEBI on the Draft Letter of Offer.
LODR Regulations	SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time.
Management Rules	Companies (Management and Administration) Rules, 2014
Manager to the Buyback/Manager	Corporate Professionals Capital Private Limited
Non-Resident Shareholders	Includes NRIs, Foreign Institutional Investors (FIIs), Foreign Portfolio Investors (FPIs), OCB and Foreign Nationals.
NRI	Non-Resident Indian.
NSDL	National Securities Depository Limited.
OCB	Erstwhile Overseas Corporate Bodies.
PAN	Permanent Account Number.
Postal Ballot Notice	Notice of postal ballot dated November 5, 2020 for obtaining approval for the Buyback from the shareholders of the Company.
Promoter and Promoter Group	Promoter and promoter group as have been disclosed under the filings made by the Company under the LODR Regulations, and the Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011, as amended.
Public Announcement	Public announcement dated January 1, 2021 regarding the Buyback, published on January 2, 2021 in Business Standard, an English national daily, Business Standard, a Hindi (Regional language) national daily.
RBI	Reserve Bank of India.
Record Date	Friday, January 15, 2021, being the date for the purpose of determining the Buyback Entitlement and the names of the Eligible Shareholders to whom the Letter of Offer and Tender Form will be sent, and who are eligible to participate in the proposed Buyback in accordance with the Buyback Regulations.
Registrar	Alankit Assignments Limited, Registrar to the Buyback.
Rules	Rules notified under Companies Act, 2013, as amended.
SCD Rules	The Companies (Share Capital and Debenture) Rules, 2014.
SEBI	Securities and Exchange Board of India.
SEBI Circulars	SEBI circular bearing number CIR/CFD/POLICYCELL/1/2015 dated April 13, 2015 read with SEBI circular CFD/DCR2/CIR/P/2016/131 dated December 9, 2016, as may be amended from time to time.

Small Shareholder	An Eligible Shareholder, who holds Equity Shares of market value not more than ₹ 2,00,000 (Rupees Two Lakhs only), on the basis of closing price on the recognized stock exchange registering the highest trading volume, as on the Record Date.
Stock Broker(s)	A stock broker (who is a member of the BSE and/or NSE) of an Eligible Shareholder, through whom such Eligible Shareholder can participate in the Buyback.
Stock Exchange	BSE being the stock exchange where the Equity Shares of the Company are listed.
STT	Securities transaction tax.
Tender Form/ Form(s)	Form of Acceptance–cum–Acknowledgement, enclosed with this Letter of Offer on page 52
Tender Offer	Method of buyback as defined in Regulation 4(iv) of the Buyback Regulations.
Tendering Period	Period of 10 (Ten) Working Days from the Buyback Opening Date till the Buyback Closing Date (both days inclusive).
TRS	Transaction Registration Slip.
Working Day	Working Day as defined under the Buyback Regulations.

### 3. DISCLAIMER CLAUSE

As required, a copy of this Letter of Offer has been submitted to SEBI. It is to be distinctly understood that submission of this Letter of Offer to SEBI should not in any way be deemed or construed that the same has been cleared or approved by SEBI. SEBI does not take any responsibility either for the financial soundness of the Company to meet the Buyback commitments or for the correctness of the statements made or opinions expressed in this Letter of Offer. The Manager to the Buyback, Corporate Professionals Capital Private Limited, has certified that the disclosures made in this Letter of Offer are generally adequate and are in conformity with the provisions of the Companies Act and Buyback Regulations. This requirement is to facilitate Eligible Shareholders to take an informed decision for tendering their Equity Shares in the Buyback.

It should also be clearly understood that while the Company is primarily responsible for the correctness, adequacy and disclosure of all relevant information in this Letter of Offer, the Manager to the Buyback is expected to exercise due diligence to ensure that the Company discharges its duty adequately in this behalf and towards this purpose. Pursuant to this requirement, the Manager to the Buyback, Corporate Professionals Capital Private Limited, has furnished to SEBI a due diligence certificate dated January 8, 2021 in accordance with Buyback Regulations, which reads as follows:

*“We have examined various documents and materials relevant to the Buyback as part of the due diligence carried out by us in connection with the finalization of the public announcement dated January 1, 2021, published on January 2, 2021 (the “Public Announcement”) and the Draft Letter of Offer dated January 8, 2021 (“DLoF”). On the basis of such examination and the discussions with the Company, we hereby state that:*

1. *The Public Announcement and the DLoF are in conformity with the documents, materials and papers relevant to the Buyback;*
2. *All the legal requirements connected with the said offer including the SEBI (Buy-Back of Securities) Regulations, 2018, as amended, have been duly complied with.*
3. *The disclosures in the Public Announcement and the DLoF are, to the best of our knowledge, true, fair and adequate in all material respects for the shareholders of the Company to make a well-informed decision in respect of the captioned Buyback.*
4. *Funds used for Buyback shall be as per the provisions of the Companies Act.”*

The filing of this Letter of Offer with SEBI does not, however, absolve the Company from any liabilities under the provisions of the Companies Act, 2013 or from the requirement of obtaining such statutory or other clearances as may be required for the purpose of the proposed Buyback.



The Promoter and Promoter Group/Board of Directors declare and confirm that no information/material likely to have a bearing on the decision of Eligible Shareholders has been suppressed/withheld and/or incorporated in the manner that would amount to mis-statement/ misrepresentation and in the event of it transpiring at any point of time that any information/ material has been suppressed/withheld and/or amounts to a mis-statement/misrepresentation, the Promoter and Promoter Group/Board of Directors and the Company shall be liable for penalty in terms of the provisions of the Companies Act and the Buyback Regulations.

The Promoter and Promoter Group/Board of Directors also declare and confirm that funds borrowed from banks and financial institutions will not be used for the Buyback.

This Letter of Offer contains certain forward-looking statements. These forward-looking statements generally can be identified by words or phrases such as 'aim', 'anticipate', 'believe', 'expect', 'estimate', 'intend', 'objective', 'plan', 'project', 'will', 'will continue', 'will pursue', or other words or phrases of similar import. Similarly, statements that describe the Company's strategies, objectives, plans or goals expectations regarding stock price, the ability to participate in the Buyback and expectations regarding repurchases are also forward looking statements. All forward-looking statements are subject to risks, uncertainties and assumptions about the Company that could cause actual results to differ materially from those contemplated by the relevant forward-looking statement.

Actual results may differ materially from those suggested by forward-looking statements due to risks or uncertainties associated with expectations relating to, inter alia, regulatory changes pertaining to the industries in which the Company operates and its ability to respond to them, the ability to successfully implement strategies, growth and expansion, technological changes, exposure to market risks, general economic and political conditions in India or other key markets where the Company operates which have an impact on business activities or investments, the monetary and fiscal policies, inflation, deflation, unanticipated turbulence in interest rates, foreign exchange rates, equity prices or other rates or prices, the performance of the financial markets in India or globally, changes in domestic laws, regulations and taxes and changes in competition in the industries in which the Company operates.

Certain figures contained in this Letter of Offer, including financial information, have been subject to rounding-off adjustments. All decimals have been rounded off to two decimal points. In certain instances, (i) the sum or percentage change of such numbers may not conform exactly to the total figure given; and (ii) the sum of the numbers in a column or row in certain tables may not conform exactly to the total figure given for that column or row.

#### **4. TEXT OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS**

The Buyback through Tender Offer was considered and approved by the Board of Directors at the Board Meeting held on November 5, 2020. The extracts of the Board resolution are as follows:

**"RESOLVED THAT** in accordance with Article 4 of the Articles of Association of the Company and the provisions of Sections 68, 69,70, 100, 108 and 110 and all other applicable provisions, if any, of the Companies Act, 2013 (**the "Act"**), the Companies (Share Capital and Debentures) Rules, 2014 (**the "Share Capital Rules"**), the Companies (Management and Administration) Rules, 2014 (**the "Management Rules"**), including any amendments, statutory modifications or re-enactments thereof, for the time being in force and in compliance of the Securities and Exchange Board of India (Buyback of Securities) Regulations, 2018, as amended (**"the Buyback Regulations"**), and subject to the approval of the members of the Company and subject to such other approvals, permissions and sanctions as may be necessary and subject to any modifications and conditions, if any, as may be prescribed by the Securities and Exchange Board of India (**"SEBI"**), Registrar of Companies, Kanpur (**the "ROC"**) and/ or other appropriate authorities which may be agreed by the Board of Directors of the Company (hereinafter referred to as the **"Board"**, which expression includes any Committee constituted by the Board to exercise its powers, including the powers conferred by this resolution) and

subject to such conditions and modifications as may be prescribed or imposed by such government, regulatory or statutory authorities, the consent of the Board be and is hereby accorded for the Buyback by the Company of its fully paid-up equity shares of a face value of Rs. 10/- each ("**Equity Shares**"), from the equity shareholders of the Company, as on record date ("**Record Date**"), for an amount not exceeding Rs. 36,98,57,600/- (Rupees Thirty Six Crores Ninety Eight Lakhs Fifty Seven Thousands Six Hundred Only), excluding transaction costs viz. brokerage, advisors' fees, printing and dispatch expenses, applicable taxes such as securities transaction tax, goods and service tax, stamp duty and other related and incidental expenses (hereinafter referred to as the "**Buyback Offer Size**"), being less than 25% of the aggregate of the paid-up share capital and free reserves as per audited standalone financial statements and audited consolidated financial statements of the Company as on March 31, 2020. The Buyback Offer will comprise purchase of equity shares not exceeding 23,11,610 aggregating to 17.56% of the paid-up equity capital of the Company at a price of Rs. 160/- (Rupees One Hundred Sixty Only) per equity share on a proportionate basis through the "**Tender Offer**" route (hereinafter referred to as the "**Buyback**"), in accordance and in consonance with the provisions contained in the Buyback Regulations, the Act and the Management Rules;

**RESOLVED FURTHER THAT** the Company shall implement the Buyback from out of its free reserves and that the Buyback shall be through the Tender Offer route in such manner as may be prescribed under the Act and the Buyback Regulations and on such terms and conditions as the Board may deem fit, subject to members' approval by way of Postal Ballot;

**RESOLVED FURTHER THAT** in accordance with Section 68 and all other applicable provisions, if any, of the Act, the Articles of Association of the Company, and other applicable laws, the approval of the members for the Buyback be sought by way of Postal Ballot;

**RESOLVED FURTHER THAT** as required by Regulation 6 of the Buyback Regulations, the Company shall buy back Equity Shares from the members on a proportionate basis under the Tender Offer route, provided that 15% of the number of Equity Shares which the Company proposes to buy back or the number of Equity Shares entitled as per the shareholding of small shareholders as defined in the Buyback Regulations ("**Small Shareholders**") as of the Record Date, whichever is higher, shall be reserved for Small Shareholders;

**RESOLVED FURTHER THAT** the members of the Company will be eligible to participate in the Buyback, who hold Equity Shares as of the Record Date;

**RESOLVED FURTHER THAT** the Company shall implement the Buyback using the "Mechanism for acquisition of shares through Stock Exchange" notified by SEBI vide circular *CIR/CFD/POLICYCELL/1/2015* dated April 13, 2015 as amended via SEBI circular *CFD/DCR2/CIR/P/2016/131* dated December 9, 2016, including any amendments thereof;

**RESOLVED FURTHER THAT** the Buyback from non-resident Indians, Overseas Corporate Bodies (OCBs), Foreign Institutional Investors, Foreign Portfolio Investors and members of foreign nationality, if any, shall be subject to such approvals, if any and to the extent necessary or required from concerned authorities and not limited to approvals from the Reserve Bank of India ("**RBI**") under the Foreign Exchange Management Act, 1999 and rules and regulations framed thereunder, Income Tax Act, 1961 and rules and regulations framed there under, if any;

**RESOLVED FURTHER THAT** the Company has complied and shall continue to comply with Section 70 of the Act, wherein:

1. It shall not directly or indirectly purchase its own shares:
  - i. Through a subsidiary company including its own subsidiary companies, if any; or
  - ii. Through any investment company or group of investment companies;
2. There are no defaults subsisting in the repayment of deposits or interest payment thereon, redemption of debentures or interest payment thereon or redemption of preference shares or payment of dividend due to any member, or repayment of any term loans or interest payable thereon to any financial institution or banking company, in the last three years; and
3. The Company is in compliance with the provisions of Sections 92,123,127 and 129 of the Act.

**RESOLVED FURTHER THAT** the proposed Buyback be implemented from the members of the Company (as have been disclosed under the shareholding pattern filings made by the Company from time to time under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeover) Regulations 2011 ("**SEBI Takeover Regulations**") as on Record Date, from its free reserves and/or Securities Premium account and/or surplus and/or such other sources or by such mechanisms as may be permitted by law, and on such terms and conditions as the Board may decide from time to time, and in the absolute discretion of the Board, as it may deem fit;

**RESOLVED FURTHER THAT** nothing contained hereinabove shall confer any right on the part of any member to offer, or any obligation on the part of the Company or the Board of Directors to buyback any shares and/or impair any power of the Company or the Board of Directors to terminate any process in relation to such Buyback if so permissible by law;

**RESOLVED FURTHER THAT** the Company shall earmark adequate sources of funds for the purpose of the Buyback;

**RESOLVED FURTHER THAT** as required under the proviso to Section 68(6) of the Act and Regulation 8 of the Buyback Regulations, the draft Declaration of Solvency along with annexure on the Statement of Assets and Liabilities as on March 31, 2020 be and is hereby approved and the same will be filed with the ROC and SEBI after having it verified by an affidavit and signed by Mr. Sushil Jain, Chairman & Managing Director and Mr. Akshat Jain, Wholetime Director;

**RESOLVED FURTHER** Mr. Sushil Jain, Chairman & Managing Director and Mr. Akshat Jain, Wholetime Director be and are hereby severally authorized to make changes in the Declaration of Solvency as may be necessary, to sign and to file the same with the ROC and SEBI;

**RESOLVED FURTHER THAT** a Buyback Committee comprising of Mr. Sushil Jain, Chairman & Managing Director, Mr. Akshat Jain, Wholetime Director, and Mr. S.C Singhal, Company Secretary & Compliance Officer be and is hereby constituted and the powers of the Board in respect of the Buyback be delegated to the Committee ("**Buyback Committee**") and the Buyback Committee be and is hereby authorized to do all such acts, deeds and things as may be necessary, expedient or proper with regard to the implementation of the Buyback, including, but not limited to, the following:

1. Initiating all necessary actions for preparation, amendments, finalization and dispatch of notice for Postal Ballot along with explanatory statement and seek member approval for the Buyback;
2. Filing of Public Announcement, the draft Letter of Offer, the Letter of Offer and other related documents;
3. Preparation of and making any corrections, amendments, deletions, additions to the Public Announcement, draft Letter of Offer, Letter of Offer, Declaration of Solvency and related documents with the SEBI, ROC, the stock exchanges and other appropriate authority(ies), if any;

4. Finalizing the terms of Buyback such as the entitlement ratio, fixing the Record Date, the schedule of activities for Buyback including finalizing the date of opening and closing of Buyback, the timeframe for completion of the Buyback;
5. Appointing Merchant Banker, Registrars, Broker, e-voting Agency, Escrow Agents, Bankers, Scrutinizer, Depository Participant, Printers, Advertisement Agency, and other Advisors, Consultants or Representatives and settlement of the remuneration for all such intermediaries/agencies/persons, including the payment of commission, brokerage, fee, charges etc. and enter into agreements/letters in respect thereof;
6. Making of all applications to the appropriate authorities for their requisite approvals;
7. Giving any information, explanation, declarations and confirmation in relation to the Public Announcement, draft Letter of Offer, Letter of Offer as may be required by the relevant authorities;
8. Earmarking and making arrangements for adequate sources of funds for the purpose of the Buyback in accordance with the Buyback Regulations;
9. The opening, operation and closure of Escrow Account and Special Account in accordance with the escrow agreement to be executed by the Company in this regard;
10. The opening, operation and closure of demat Escrow Account in accordance with the escrow agreement to be executed by the Company with the depository participants;
11. To settle all such questions, difficulties or doubts that may arise in relation to the implementation of the Buyback;
12. To make all applications to the appropriate authority(ies) for their requisite approvals including for approvals as may be required from the RBI under the Foreign Exchange Management Act, 1999 and the rules and regulations framed thereunder, if any;
13. To sign the documents as may be necessary with regard to the Buyback and use the common seal of the Company (if required) on relevant documents required to be executed for the Buyback of shares and to initiate all necessary actions for preparation and issue of various documents and such other undertakings, agreements, papers, documents and correspondence as may be necessary for the implementation of the Buyback to the SEBI, RBI, ROC, stock exchanges, depositories and/or other appropriate authorities;
14. To deal with stock exchanges (including their clearing corporations), where the Equity Shares of the Company are listed, and to sign, execute, and deliver such documents as may be necessary or desirable in connection with implementing the Buyback using the "Mechanism for acquisition of shares through Stock Exchange" notified by SEBI vide circular CIR/CFD/POLICY/CELL/1/2015 dated April 13, 2015 as amended via SEBI circular *CFD/DCR2/CIR/P/2016/131* dated December 9, 2016, including any further amendments thereof;
15. Extinguishment of share certificates and Certificates of extinguishment required to be filed in connection with the Buyback on behalf of the Board;
16. To do all such acts, deeds, matters and things as it may in its absolute discretion, deem necessary, expedient, usual or proper; and
17. Sign, execute and deliver such documents as may be necessary or desirable in connection with Or incidental to the Buyback but not limited to certified copies of all resolutions passed by the Board in connection with the Buyback;

**RESOLVED FURTHER THAT** the Buyback Committee be and is hereby authorized to do all such acts, deeds, matters and things as it may, in its absolute discretion deem necessary, expedient or proper, to be in the best interest of the members for the implementation of the Buyback, including but not limited to carrying out incidental documentation as also to make applications to the appropriate authorities for their approvals and to initiate all necessary actions for preparation and issue of various documents, opening of accounts including public announcement, letter of offer, extinguishment of share certificates and 'Certificate of Extinguishment' required to be filed in connection with the

Buyback on behalf of the Board and such other undertakings, agreements, papers, documents and correspondence as may be necessary for the implementation of the Buyback to the SEBI, Reserve Bank of India, BSE Limited, National Stock Exchange of India Limited, ROC, Depositories and/or other authorities;

**RESOLVED FURTHER THAT** the quorum for a meeting of the Buyback Committee shall be presence of any two members and Buyback Committee may regulate its own proceedings and meet as often as required, to discharge its functions.

**RESOLVED FURTHER THAT** the Buyback Committee shall have the power and authority to delegate all or any of the authorities conferred upon it to any officer(s) and/or representatives of the Company, in order to give effect to the aforesaid resolution and to revoke and substitute such delegation / sub-delegation of authority from **time to time**;

**RESOLVED FURTHER THAT** the Buyback Committee do report from time to time to the Board at the meetings of the Board, status/progress of actions taken by the Buyback Committee concerning Buyback and the minutes of meeting(s) of the Buyback Committee held in the intervening period of two successive meetings of the Board shall be put up at the subsequent meeting of the Board;

**RESOLVED FURTHER THAT** for the purpose of giving effect to this resolution, the Buyback Committee be and is hereby authorized to accept and make any alteration(s), modification(s) to the terms and conditions as it may deem necessary, concerning any aspect of the Buyback, in accordance with the statutory requirements as well as to give such directions as may be necessary or desirable, to settle any questions, difficulties or doubts that may arise and generally, to do all acts, deeds, matters and things as it may, in its absolute discretion deem necessary, expedient, usual or proper in relation to or in connection with or for matters consequential to the Buyback without seeking any further consent or approval of the members or otherwise to the end and intent that they shall be deemed to have given their approval thereto expressly by the authority of this resolution;

**RESOLVED FURTHER THAT** in compliance with the Securities and Exchange Board of India (Buyback of Securities) Regulations 2018, **Corporate Professional Capital Private Limited** be and is hereby appointed as the Merchant Banker for the proposed buyback transaction;

**RESOLVED FURTHER THAT** no information/ material likely to have a bearing on the decision of the investors has been/shall be suppressed/ withheld *and/or* incorporated in the manner that would amount to misstatement mis-representation and in the event of it transpiring at any point of time that any information material has been suppressed/ withheld *and/* or amounts to mis-statement/ mis-representation, the Board and the Company shall be liable for penalty in terms of the provisions of the Companies Act and Buyback Regulations;

**RESOLVED FURTHER THAT** the Company do create an Escrow Account and Special Account with Axis Bank Limited, Jasola Branch, New Delhi, a scheduled commercial bank, for a sum in accordance with Buyback Regulations in the said Escrow Account by way of a deposit in a timely manner in compliance with the requirements of the Buyback Regulations;

**RESOLVED FURTHER THAT** as required by Clause (x) of Part A of Schedule I under Regulation 5 of the Buyback Regulations, the Board confirms that it has made a full enquiry into the affairs and prospects of the Company and has formed the opinion:

1. That immediately following the date of Board Meeting held on November 5, 2020 and the date on which the members' resolution is passed by way of Postal Ballot, there will be no grounds on which the Company can be found unable to pay its debts;
2. That as regards the Company's prospects for the year immediately following the date of the Board Meeting held on November 5, 2020 as well as for the year immediately following the date of passing of the members' resolution by way of Postal Ballot and having regard to the Board's intentions with respect to the management of the Company's business during that year and to the amount and character of the financial resources, which will, in the Board's view, be available to the Company during that year, the Company will be able to meet its liabilities as and when they fall due and will not be rendered insolvent within a period of one year from the date of the Board Meeting and also from the date of passing of the members' resolution;
3. In forming its opinion aforesaid, the Board has taken into account the liabilities (including prospective and contingent liabilities) as if the Company were being wound up under the provisions of the Act and the Insolvency and Bankruptcy Code, 2016 (to the extent notified and in force).

**RESOLVED FURTHER THAT** the Board hereby confirms that:

1. All the Equity Shares for Buyback are fully paid-up;
2. That the Company shall not issue and allot any Equity Shares including by way of bonus or convert any outstanding ESOPs/outstanding instruments into Equity Shares, from the date of members' resolution for and till the date of closure of this Buyback;
3. As per provisions of Regulation 24(1)(f) of Buyback Regulations, the Company shall not raise further capital for a period of one year from the closure of Buyback offer except in discharge of its subsisting obligations;
4. That the Company, as per provisions of Section 68(8) of the Companies Act 2013, shall not make further issue of the same kind of shares or other specified securities within a period of six months after the completion of the Buyback except by way of a bonus issue or in discharge subsisting obligations such as conversion of warrants, stock option schemes, sweat equity or conversion of preference shares or debentures into equity shares;
5. the Company shall not Buyback locked-in Equity Shares and non-transferable Equity Shares till the pendency of the lock-in or till the Equity Shares become transferable;
6. that the Company shall not Buyback its shares from any person through negotiated deal whether on or off the Stock Exchanges or through spot transactions or through any private arrangement in the implementation of the Buyback;
7. that there are no defaults subsisting in the repayment of Deposits or interest payment thereon, redemption of debentures or interest payment thereon, or preference shares or payment of dividend due to any member or repayment of term loans or interest payable thereon to any financial institutions or banks.
8. that funds borrowed from Banks and Financial Institutions will not be used for the Buyback;
9. that the aggregate amount of the Buyback i.e., Rs.36,98,57,600/-(Rupees Thirty-Six Crores Ninety-Eight Lakhs Fifty-Seven Thousand Six Hundred Only) does not exceed 25% of the total paid-up equity capital and free reserves of the Company based on both audited standalone financial statements and audited consolidated financial statements of the Company as on March 31, 2020.
10. that the maximum number of shares proposed to be purchased under the Buyback shall not exceed 25% of the total number of shares in the paid-up equity capital as per the audited balance sheet as on March 31, 2020;
11. the Company shall not make any offer of Buyback within a period of one year reckoned from the date of closure of the Buyback;
12. there is no pendency of any scheme of amalgamation or compromise or arrangement pursuant to the provisions of the Companies Act, as on date; and



that the ratio of the aggregate of secured and unsecured debts owed by the Company shall not be more than twice the paid-up Equity Share capital and free reserves after the Buyback based on both audited standalone financial statements and audited consolidated financial statements of the Company as on March 31, 2020.

## 5. DETAILS OF THE PUBLIC ANNOUNCEMENT

5.1. In accordance with Regulation 7(i) of the Buyback Regulations, the Company has made the Public Announcement dated January 01, 2021 for the Buyback of Equity Shares published on January 2, 2021 in the following newspapers:

Sr. No.	Name of News Paper	Language	Editions
1.	Business Standard	English	All
2.	Business Standard	Hindi	All

5.2. Pursuant to the Postal Ballot Notice, the Company sought by way of a special resolution, the approval of its shareholders to the Buyback. The results of such postal ballot through remote e-voting were declared December 31, 2020. Pursuant thereto, the Public Announcement in compliance with Regulation 7(i) of the Buyback Regulations was made by the Company within 2 (two) Working Days from the date of declaration of the results of such postal ballot.

5.3. The Company will publish further notices or corrigenda to or relating to the Public Announcement, if any, in the abovementioned newspapers.

5.4. A copy of the Public Announcement is available on the SEBI website at [www.sebi.gov.in](http://www.sebi.gov.in), the website of the Company i.e. [www.indiantoners.com](http://www.indiantoners.com) and on the Stock Exchange at [www.bseindia.com](http://www.bseindia.com).

## 6. DETAILS OF THE BUYBACK

6.1. At the Board Meeting held on November 5, 2020, the Board subject to the receipt of approval of the shareholders of the Company by way of a special resolution through a postal ballot by remote e-voting, pursuant to the provisions of Article 4 of the Articles and the provisions of Sections 68, 69 and 70 and all other applicable provisions, if any, of the Companies Act, the SCD Rules, to the extent applicable, and in compliance with the Buyback Regulations, as amended from time to time, and subject to such approvals of statutory, regulatory or governmental authorities as may be required under applicable laws, approved the buyback by the Company of up to 23,11,610 (Twenty-Three Lakhs Eleven Thousand Six Hundred Ten Only) Equity Shares representing up to 17.56% of the total issued and paid-up Equity Share capital of the Company at a price of Rs. 160/- (Rupees One Hundred Sixty only) per Equity Share (**the “Buyback Price”**) payable in cash for an aggregate consideration of up to Rs.36,98,57,600 (Rupees Thirty Six Crores and Ninety Eight Lakhs Fifty Seven Thousands Six Hundred Only) (**“Buyback Size”**), which is 20.06% and 20.26% of the aggregate of the fully paid-up Equity Share capital and free reserves of the Company as per the latest audited standalone and consolidated balance sheet, as at March 31, 2020, on a proportionate basis through the “tender offer” route as prescribed under the Buyback Regulations, from all of the Eligible Shareholders.

6.2. The Equity Shareholders of the Company approved the Buyback, by way of a special resolution, through postal ballot through remote e-voting pursuant to the Postal Ballot Notice, the results of which were announced on December 31, 2020.

6.3. The Buyback Size does not include any transaction costs viz. brokerage, applicable taxes such as buyback tax (**“Buyback Tax”**), STT, GST, stamp duty, expenses incurred or to be incurred for the Buyback like filing fees payable to SEBI, advisors/legal fees, public announcement publication expenses, printing and dispatch expenses and other incidental and related expenses, etc. Buyback

Tax does not form part of the Buyback Size and will be appropriated out of the free reserves of the Company.

6.4. The Equity Shares of the Company are listed on BSE only.

6.5. In addition to the regulations/statutes referred to in paragraph 6.1 above, the Buyback is also in accordance with the applicable provisions of Management Rules and the LODR Regulations. The Buyback shall be undertaken on a proportionate basis from the Eligible Shareholders through the tender offer process prescribed under Regulation 4(iv)(a) of the Buyback Regulations. Additionally, the Buyback shall subject to applicable laws, be implemented by tendering of Equity Shares by Eligible Shareholders and settlement of the same through the stock exchange mechanism as specified by the SEBI Circulars. In this regard, the Company will request BSE to provide the acquisition window for facilitating tendering of Equity Shares under the Buyback. For the purposes of this Buyback, BSE will be the Designated Stock Exchange.

6.6. The aggregate paid-up share capital and free reserves of the Company as per the latest audited balance sheet of the Company as on March 31, 2020 is ₹ 18,442.17 lakhs and 18,257.86 lakhs on standalone and consolidated basis, respectively. Under the provisions of the Companies Act, the funds deployed for the Buyback cannot exceed 25% of the aggregate of the fully paid-up share capital and free reserves of the Company i.e., is ₹ 4,610.54 lakhs and ₹ 4,564.46 lakhs on standalone and consolidated basis respectively. The maximum amount proposed to be utilized for the Buyback, does not exceed ₹ 3,698.58 lakhs and is therefore within the limit of 25% of the Company's fully paid-up share capital and free reserves as per the latest audited standalone and consolidated balance sheet of the Company as on March 31, 2020 (the latest audited balance sheet available as on the date of Board Meeting recommending the proposal for the Buyback), both on standalone and consolidated basis.

6.7. The aggregate shareholding of the (i) Promoter and Promoter Group and persons in control, (ii) Directors of companies which are a part of the Promoter and Promoter Group, and (iii) Directors and Key Managerial Personnel of the Company as on the date of the Public Announcement, i.e., January 1, 2021, are as follows:

6.7.1. Aggregate shareholding of the Promoter and Promoter Group and persons who are in control as on the date of the Public Announcement, i.e., January 1, 2021:

Sl. No.	Name of Shareholders	No. of Shares held	Percentage (%)
1	Nandita Jain	18,60,255	14.13
2	Devanshi Jain	100	0.00
3	Akshat Jain	31,27,854	23.76
4	Sushil Jain HUF	1,82,600	1.39
5	Sushil Jain Jt. Nandita Jain	13,27,165	10.08
6	Aashima Jain	26,16,552	19.88
	<b>Total</b>	<b>91,14,526</b>	<b>69.25</b>

6.7.2. Aggregate shareholding of the Directors of companies which are a part of the Promoter and Promoter Group, as on the date of the Public Announcement, i.e., January 1, 2021:

Sl. No.	Name of Shareholders	No. of Shares held	Percentage (%)
1	Akshat Jain	31,27,854	23.76
2	Sushil Jain HUF*	1,82,600	1.39
3	Sushil Jain Jt. Nandita Jain*	13,27,165	10.08
	<b>Total</b>	<b>46,37,619</b>	<b>35.23</b>

\*Sushil Jain Director and Promoter of the Company holding shares through his HUF and jointly with her wife Mrs. Nandita Jain

**6.7.3.** Aggregate shareholding of the Directors and Key Managerial Personnel of the Company as on the date of the Public Announcement, i.e. January 1, 2021:

Sl. No.	Name of Directors & Key Managerial Personnel	Designation	No. of Shares held	Percentage (%)
1	Mr. Sushil Jain	Executive Director-Chairperson-CEO	15,09,765*	11.47
2	Mr. N K Maheshwari	Chief Financial Officer	-	-
3	Mr. Akshat Jain	Executive Director	31,27,854	23.76
4	Mr. Sanjeev Goel	Non-Executive Independent Director	2,628	0.02
5	Mr. Arun Kumar Garg	Non-Executive Independent Director	0	0.00
6	Mrs. Neena Jain	Non-Executive Independent Director	0	0.00
7	Mrs. Manisha Chamaria	Non-Executive Independent Director	0	0.00
8	Mr. S.C. Singhal	Company Secretary	109	0.00
<b>Total</b>			<b>46,40,356</b>	<b>35.25</b>

\*includes 1,82,600 shares held by Sushil Jain HUF & 13,27,165 Equity Shares held by Sushil Jain Jt. Nandita Jain

**6.8.** In terms of the Buyback Regulations, under the Tender Offer route, the Promoters and Promoter Group have the option to participate in the Buyback. In this regard, members of the Promoter and Promoter Group have expressed their intention vide their letters dated November 5, 2020 to participate in the Buyback and may tender up to an aggregate maximum number of 79,93,340 Equity Shares or such lower number of shares in accordance with the provisions of the Buyback Regulations/terms of the Buyback. The extent of their participation in the Buyback has been detailed in paragraph 9.2 of this Letter of Offer

**6.9.** The Promoter and Promoter Group hold 69.25% of the Equity Shares in the total outstanding equity share capital of the Company. For details with respect to the Promoter and Promoter Group shareholding post the Buyback please refer to paragraph 13.7 of this Letter of Offer.

**6.10.** Post the Buyback, the non-Promoter and Promoter Group/public shareholding of the Company shall not fall below the minimum level required as per Regulation 38 of the LODR Regulations.

## **7. AUTHORITY FOR THE BUYBACK**

**7.1.** The Buyback is in accordance with Article 4 of the Articles, Sections 68, 69 and 70 and all other applicable provisions of the Companies Act, the SCD Rules, the Management Rules, LODR Regulations and the Buyback Regulations. The Buyback is subject to such conditions and modifications, if any, as may be prescribed or imposed by the appropriate authorities while granting such approvals, permissions and sanctions, which may be agreed by the Board.

**7.2.** The Buyback has been duly authorised by a resolution of the Board of Directors dated November 5, 2020. The Equity Shareholders have approved the Buyback by a special resolution passed by postal ballot through remote e-voting in accordance with the provisions of Section 110 of the Companies Act and Rule 22 of the Management Rules, the results of which were declared on December 31, 2020.

## 8. NECESSITY OF THE BUYBACK

The Buyback is being undertaken by the Company to return surplus funds to the Equity Shareholders, which are over and above its ordinary capital requirements and in excess of any current investment plans, in an expedient, effective and cost-efficient manner. The Buyback is being undertaken for the following reasons:

- 8.1. The Buyback will help the Company distribute surplus cash to the Equity Shareholders broadly in proportion to their shareholding, thereby, enhancing the overall return to Equity Shareholders;
- 8.2. The Buyback, which is being implemented through the Tender Offer route as prescribed under the Buyback Regulations, would involve allocating to Small Shareholders the higher of: (a) the number of shares entitled as per their shareholding; or (b) 15% of the number of equity shares to be bought back, as per the Buyback Regulations. The Company believes that this reservation for Small Shareholders would benefit a large number of public shareholders, who would be classified as “Small Shareholders”;
- 8.3. The Buyback would help in improving financial ratios like earnings per share and return on equity, by reducing the equity base of the Company; and
- 8.4. The Buyback gives the Eligible Shareholders the choice to either (A) participate in the Buyback and receive cash in lieu of their Equity Shares which are accepted under the Buyback, or (B) not to participate in the Buyback and get a resultant increase in their percentage shareholding in the Company post the Buyback, without additional investment.

## 9. MANAGEMENT DISCUSSION AND ANALYSIS OF THE LIKELY IMPACT OF THE BUYBACK ON THE COMPANY

- 9.1. The Buyback is not likely to cause any material impact on the profitability/earnings of the Company except a reduction in the amount available for investment, which the Company could have otherwise deployed towards generating investment income. Assuming that the response to the Buyback is to the extent of 100% (full Acceptance) from all the Eligible Shareholders up to their Buyback Entitlement, the funds deployed by the Company towards the Buyback excluding costs, applicable taxes and expenses of the Buyback, would be ₹ 36,98,57,600 (Rupees Thirty-Six Crores and Ninety-Eight Lakhs Fifty-Seven Thousand Six Hundred Only).
- 9.2. In terms of the Buyback Regulations, under the Tender Offer route, the Promoters and Promoter Group have the option to participate in the Buyback. In this regard, the Promoter and Promoter Group have expressed their intention vide their letters dated November 5, 2020, to participate in the Buyback and may tender up to an aggregate maximum number of 79,93,340 Equity Shares or such lower number of shares in accordance with the provisions of the Buyback Regulations/terms of the Buyback.

Please see below the maximum number of Equity Shares proposed to be tendered by each member of the Promoter and Promoter Group in the Buyback:

Sr. No.	Name	Maximum Number of Equity Shares Intended to tender
1	Nandita Jain	18,60,255
2	Devanshi Jain	100
3	Akshat Jain*	23,11,610
4	Sushil Jain HUF	1,82,600
5	Sushil Jain Jt. Nandita Jain	13,27,165
6	Aashima Jain*	23,11,610
<b>Total</b>		<b>79,93,340</b>

*\*upto the maximum size of buyback*

9.3. Details of the date and price of acquisition of the Equity Shares that the Promoter and Promoter Group intend to tender are set-out below:

i. **NANDITA JAIN:**

Date of Transaction	Nature of Transaction	No. of Equity Shares	Face Value (Rs.)	Issue/Acquisition Price (Rs.)	Consideration (Cash, other than cash etc.)
Opening as on April 1, 2011	Through purchase and allotments	1,34,000	10	N.A.	N.A.
31.08.2017	Pursuant to Merger	17,26,255	10	N.A.	N.A.
<b>Total</b>		<b>18,60,255</b>			

Note: Since specific details of acquisition/sale of equity shares prior to April 1, 2011 are not available, aggregate shareholding as on April 1, 2011 is provided.

ii. **DEVANSHI JAIN:**

Date of Transaction	Nature of Transaction	No. of Equity Shares	Face Value (Rs.)	Issue/Acquisition Price (Rs.)	Consideration (Cash, other than cash etc.)
Opening as on April 1, 2011	-	-	-	-	-
30.07.2013	Transfer	100	10	10	Cash
<b>Total</b>		<b>100</b>			

Note: Since specific details of acquisition/sale of equity shares prior to April 1, 2011 are not available, aggregate shareholding as on April 1, 2011 is provided.

iii. **AKSHAT JAIN:**

Date of Transaction	Nature of Transaction	No. of Equity Shares	Face Value (Rs.)	Issue/Acquisition Price (Rs.)	Consideration (Cash, other than cash etc.)
Opening as on April 1, 2011	Through purchase and allotments	1,32,600	10	N.A.	N.A.
31.08.2017	Pursuant to Merger	12,66,807	10	N.A.	N.A.
18.03.2020	Acquired through Gift	17,28,447	10	N.A.	N.A.
<b>Total</b>		<b>31,27,854</b>			

Note: Since specific details of acquisition/sale of equity shares prior to April 1, 2011 are not available, aggregate shareholding as on April 1, 2011 is provided.

iv. **SUSHIL JAIN HUF**

Date of Transaction	Nature of Transaction	No. of Equity Shares	Face Value (Rs.)	Issue/Acquisition Price (Rs.)	Consideration (Cash, other than cash etc.)
Opening as on April 1, 2011	Through purchase and allotments	1,82,600	10	N.A.	N.A.
<b>Total</b>		<b>1,82,600</b>			

Note: Since specific details of acquisition/sale of equity shares prior to April 1, 2011 are not available, aggregate shareholding as on April 1, 2011 is provided.

v. **SUSHIL JAIN Jt. NANDITA JAIN**

Date of Transaction	Nature of Transaction	No. of Equity Shares	Face Value (Rs.)	Issue/Acquisition Price (Rs.)	Consideration (Cash, other than cash etc.)
Opening as on April 1, 2011	Transfer	6,300	10	N.A.	N.A.
	Demat account of Mr. Sushil Jain merged with Joint Demat Account of Mr. Sushil Jain and Mrs. Nandita Jain	6,82,806	10	Nil	N.A.
31.08.2017	Pursuant to Merger	38,34,062	10	N.A.	N.A.
10.12.2018	Acquired from market	5,240	10	127.64	N.A.
18.03.2020	Disposal by way of gift	(32,01,243)	10	N.A.	N.A.
<b>Total</b>		<b>13,27,165</b>			

Note: Since specific details of acquisition/sale of equity shares prior to April 1, 2011 are not available, aggregate shareholding as on April 1, 2011 is provided.

vi. **AASHIMA JAIN**

Date of Transaction	Nature of Transaction	No. of Equity Shares	Face Value (Rs.)	Issue/Acquisition Price (Rs.)	Consideration (Cash, other than cash etc.)
Opening as on April 1, 2011	Through purchase and allotments	40,000	10	N.A.	N.A.
31.08.2017	Pursuant to Merger	11,03,756	10	N.A.	N.A.



18.03.2020	Acquired through Gift	14,72,796	10	N.A.	N.A.
<b>Total</b>		<b>26,16,552</b>			

Note: Since specific details of acquisition/sale of equity shares prior to April 1, 2011 are not available, aggregate shareholding as on April 1, 2011 is provided.

- 9.4.** Assuming that the response to the Buyback is to the extent of 100% (full Acceptance) from all the Eligible Shareholders up to their Buyback Entitlement, the aggregate shareholding of the Promoter and Promoter Group post completion of the Buyback may remain same at 69.25%. Also, if none of the public shareholders participate and only the Promoter and Promoter Group participate to the extent of the Buyback Entitlement, their shareholding may reduce from 69.25% to 64.99% of the total equity share capital of the Company.
- 9.5.** Assuming that the response to the Buyback is to the extent of 100% (full Acceptance) from all the Eligible Shareholders up to their Buyback Entitlement, the aggregate shareholding of the public and others post Buyback may remain same i.e. at 30.75% of the total equity share capital of the Company.
- 9.6.** The Buyback shall not result in a change in control or otherwise affect the existing management structure of the Company.
- 9.7.** Consequent to the Buyback and based on the number of Equity Shares bought back from Non-Resident Shareholders, Indian financial institutions, banks, mutual funds and the public including other bodies corporate, the shareholding of each such person shall undergo a change.
- 9.8.** The debt-equity ratio following the Buyback, both on standalone and consolidated basis, shall be compliant with the permissible limit of 2:1 prescribed by the Companies Act even if the response to the Buyback is to the extent of 100% (full Acceptance) from all the Eligible Shareholders up to their Buyback Entitlement.
- 9.9.** The Buyback is not expected to impact growth opportunities for the Company.
- 9.10.** The Promoter and Promoter Group or their associates shall not deal in the Equity Shares of the Company on the Stock Exchange or off market, including by way of inter-se transfer(s) of Equity Shares among the Promoter and Promoter Group, during the period from the date of passing the special resolution by the shareholders of the Company till the closing of the Offer.
- 9.11.** Except in discharge of its subsisting obligations, the Company shall not raise further capital for a period of six months or one year from the expiry of the Buyback Period, as may be applicable in accordance with the Buyback Regulations or any circulars or notifications issued by SEBI in connection therewith.
- 9.12.** The Company shall not issue any Equity Shares or other specified securities, including by way of bonus, from the date of declaration of results of the postal ballot through remote e-voting for special resolution passed by the shareholders approving the Buyback until the date of expiry of the Buyback Period.
- 9.13.** The Company is not undertaking the Buyback so as to delist its shares from the Stock Exchange.
- 9.14.** Salient financial parameters consequent to the Buyback based on the standalone audited financial statements as on March 31, 2020 are as under:

<b>Parameters (based on audited standalone financial statements for the period ended March 31, 2020)</b>	<b>Pre-Buyback</b>	<b>Post-Buyback<sup>(9)</sup></b>
Net Worth (₹ in lakhs) <sup>(1)</sup>	18,442.17	14,743.59

Return on Net Worth (%) <sup>(2)</sup>	6.61	8.27
Earnings Per Share – Basic (in ₹) <sup>(3) (4)</sup>	9.27	11.24
Earnings Per Share – Diluted (in ₹) <sup>(3) (4)</sup>	9.27	11.24
Book Value per Equity Share (in ₹) <sup>(5)</sup>	140.12	135.89
P/E as per latest audited financial results <sup>(6) (7)</sup>	11.51	9.49
Total Debt/Equity Ratio (in times) <sup>(8)</sup>	0	0

1. Net Worth is excluding revaluation reserves and miscellaneous expenditure to the extent not written off. The post Buyback Net Worth is only adjusted for the Buyback Size of ₹ 36.99 crores.
2. Return on Net Worth = Annualised Profit After Tax attributable to equity holders of the Company / Net Worth (excluding revaluation reserves).
3. Earnings per Share = Profit After Tax attributable to equity holders of the Company / Weighted Average Number of shares outstanding for the period.
4. Earnings per Share post buyback is computed after reducing proposed buyback shares from weighted average number of shares outstanding for the period.
5. Book value per Share = Net Worth (excluding Revaluation Reserves)/Number of shares at the end of the period.
6. P/E as per latest audited financial results = Market Value per share / Earnings per share
7. Market value has been taken as ₹106.65 (price on BSE as of October 27, 2020 for both pre and post-buyback) for P/E ratio as the date of intimation of the Board Meeting for considering the Buyback was October 27, 2020.
8. Total Debt/ Equity Ratio = Total Debt / Net Worth (excluding revaluation reserves)
  - Total Debt includes non-current borrowings (including current maturities) and current borrowings (including working capital loans)
9. The post-Buyback numbers are calculated by reducing the net worth by the proposed Buyback amount (assuming full acceptance), without factoring in any impact in the statement of profit & loss due to reduction in cash.

9.15. Salient financial parameters consequent to the Buyback based on the consolidated audited financial statements as on March 31, 2020 are as under:

Parameters (based on audited Consolidated financial statements for the period ended March 31, 2020)	Pre-Buyback	Post-Buyback <sup>(9)</sup>
Net Worth (₹ in lakhs) <sup>(1)</sup>	18,257.86	14,559.28
Return on Net Worth (%) <sup>(2)</sup>	6.50	8.15
Earnings Per Share – Basic (in ₹) <sup>(3) (4)</sup>	9.02	10.94
Earnings Per Share – Diluted (in ₹) <sup>(3) (4)</sup>	9.02	10.94
Book Value per Equity Share (in ₹) <sup>(5)</sup>	138.72	134.19
P/E as per latest audited financial results <sup>(6) (7)</sup>	11.83	9.75
Total Debt/Equity Ratio (in times) <sup>(8)</sup>	0	0

1. Net Worth is excluding revaluation reserves and miscellaneous expenditure to the extent not written off. The post Buyback Net Worth is only adjusted for the Buyback Size of ₹ 36.99 crores.
2. Return on Net Worth = Annualised Profit After Tax attributable to equity holders of the Company / Net Worth (excluding revaluation reserves).
3. Earnings per Share = Profit After Tax attributable to equity holders of the Company / Weighted Average Number of shares outstanding for the period.
4. Earnings per Share post buyback is computed after reducing proposed buyback shares from weighted average number of shares outstanding for the period.
5. Book value per Share = Net Worth (excluding Revaluation Reserves)/Number of shares at the end of the period.
6. P/E as per latest audited financial results = Market Value per share / Earnings per share
7. Market value has been taken as ₹ 106.65 (price on BSE as of October 27, 2020 for both pre and post-buyback) for P/E ratio as the date of intimation of the Board Meeting for considering the Buyback was October 27, 2020.
8. Total Debt/ Equity Ratio = Total Debt / Net Worth (excluding revaluation reserves)
  - Total Debt includes non-current borrowings (including current maturities) and current borrowings (including working capital loans)

9. *The post-Buyback numbers are calculated by reducing the net worth by the proposed Buyback amount (assuming full acceptance), without factoring in any impact in the statement of profit & loss due to reduction in cash.*

## **10. BASIS OF CALCULATING THE BUYBACK PRICE**

- 10.1.** The Equity Shares of the Company are proposed to be bought back at the Buyback Price, i.e., ₹ 160/- (Rupees One Hundred Sixty only) per Equity Share.
- 10.2.** The Buyback Price has been arrived at after considering various factors such as (i) the share price benchmarks on the BSE, the stock exchange where the Equity Shares are listed and traded, (ii) the net worth of the Company, and (iii) the impact on the earnings per Equity Share.
- 10.3.** The Buyback Price represents a premium of 52% over the volume weighted average market price of the Equity Shares on the BSE for the 60 (sixty) trading days preceding October 27, 2020 (being the date of intimation to the Stock Exchange of the Board Meeting to consider the proposal of the Buyback) and 59.48% over the volume weighted average market price of the Equity Shares on the BSE for the 10 (ten) trading days preceding the date of intimation to the Stock Exchange of the Board Meeting to consider the proposal of the Buyback. The closing market price of the Equity Shares as on the date of intimation of the Board Meeting for considering the Buyback, being October 27, 2020, was ₹ 106.65 on BSE.
- 10.4.** The Buyback Price is at a premium of 14.19% of the book value per Equity Share of the Company, which as of March 31, 2020 was ₹ 140.12 (Rupees One Hundred Forty and Twelve Paise only) per Equity Share, on a standalone basis.
- 10.5.** The basic and diluted earnings per Equity Share of the Company prior to the Buyback, for the six months ended March 31, 2020 was ₹ 9.27 and ₹ 9.27 per Equity Share, respectively on a standalone basis. Assuming full acceptance under the Buyback, the basic and diluted earnings per Equity Share of the Company will be ₹ 11.24 and ₹ 11.24 per Equity Share post the Buyback, respectively on a standalone basis, without factoring in any impact in the statement of profit & loss due to reduction in cash.
- 10.6.** The annualized return on net worth of the Company was 6.04% for the six months ended September 30, 2020 on a standalone basis, which will increase to 7.50% post Buyback, on a standalone basis, assuming full acceptance of the Buyback, without factoring in any impact in the statement of profit & loss due to reduction in cash.

## **11. SOURCES OF FUNDS FOR THE BUYBACK**

- 11.1.** Assuming that the response to the Buyback is to the extent of 100% (full Acceptance), the funds that would be utilized by the Company for the purpose of the Buyback would be ₹ 36,98,57,600 (Rupees Thirty-Six Crores Ninety-Eight Lakhs Fifty-Seven Thousand Six Hundred only).
- 11.2.** The funds for the Buyback will be sourced from current balances of cash and cash equivalents and/or internal accruals of the Company. The Company does not intend to raise additional debt for the explicit purposes of the Buyback. Borrowed funds will not be used for the Buyback.
- 11.3.** This Buyback is not likely to cause any material impact on the earnings of the Company, except for the cost of financing the Buyback, being a reduction in the treasury income that the Company could have otherwise earned on the funds deployed.
- 11.4.** The Company shall transfer from its free reserves, a sum equal to the nominal value of the Equity Shares bought back to the capital redemption reserve account, and details of such transfer shall be disclosed in its subsequent audited financial statements. The funds borrowed, if any, from banks and financial institutions will not be used for the Buyback.

## 12. DETAILS OF THE ESCROW ACCOUNT AND THE AMOUNT DEPOSITED THEREIN

- 12.1.** In accordance with Regulation 9(xi) of the Buyback Regulations, the Company has appointed Axis Bank Limited, Jasola Branch, as the escrow agent for the Buyback. The Company, the Manager to the Buyback and the Escrow Agent have entered into an Escrow Agreement dated January 21, 2021 pursuant to which the Escrow Account in the name and style “ITDL BUY BACK 2020 ESCROW ACCOUNT” bearing account number 921020004788436 has been opened with the Escrow Agent. The Manager is em-powered to operate the Escrow Account in accordance with the Buyback Regulations. The Company proposes to satisfy its obligations under Regulations 9(xi)(a) and (b) of the Buyback Regulations by depositing cash in the Escrow Account before the Buyback Opening Date.
- 12.2.** In accordance with Regulation 10 of the Buyback Regulations, the Company shall immediately after the closure of the Tendering Period deposit the amount of consideration payable to Eligible Shareholders in a special account opened with the Escrow Agent. Such consideration would be the aggregate of 90% of the amount lying in the Escrow Account and the balance amount payable to the Eligible Shareholders, and will constitute the entire sum due and payable as consideration for the Buyback in terms of the Buyback Regulations.
- 12.3.** The Company has adequate and firm financial resources to fulfil the obligations under the Buyback and the same has been certified by M/s. ASH & Company, Chartered Accountants, having its office at Shop no. 2, Pocket A Market, Sarita Vihar, New Delhi- 110076 (Telephone: 9810706078; Membership No.: 081099; Firm Registration No.: 023915N), vide a certificate dated January 08, 2021.
- 12.4.** Based on the aforementioned certificate, the Manager to the Buyback confirms that it is satisfied that firm arrangements for fulfilling the obligations under the Buyback are in place and that the Company has the ability to implement the Buyback in accordance with the Buyback Regulations.

## 13. CAPITAL STRUCTURE AND SHAREHOLDING PATTERN

- 13.1.** The present capital structure of the Company is as follows:

(₹ In Lakhs)

Sr. No	Particulars	Pre-Buyback
<b>1.</b>	<b>Authorized Share Capital:</b>	
	2,08,00,000 Equity Shares of ₹10 each	2,080.00
	<b>Total</b>	<b>2,080.00</b>
<b>2.</b>	<b>Issued, Subscribed and Paid-up Capital:</b>	
	1,31,61,610 Equity Shares of ₹10/- each, fully paid	1,316.16
	<b>Total</b>	<b>1,316.16</b>

- 13.2.** Assuming full Acceptance in the Buyback, the capital structure of the Company post Buyback would be as follows:

(₹ In Lakhs)

Sr. No	Particulars	Post-Buyback
<b>1.</b>	<b>Authorized Share Capital:</b>	
	2,08,00,000 Equity Shares of ₹10 each	2,080.00
	<b>Total</b>	<b>2,080.00</b>
<b>2.</b>	<b>Issued, Subscribed and Paid-up Capital:</b>	
	1,08,50,000 Equity Shares of ₹10/- each, fully paid	1,085.00
	<b>Total</b>	<b>1,085.00</b>

- 13.3. Details of buyback programmes undertaken by the Company in the last three years: Company has not undertaken any buyback in last three years.
- 13.4. There are no partly paid-up equity shares.
- 13.5. There are no outstanding instruments convertible into Equity Shares as on date of this letter of offer.
- 13.6. There are no amounts under calls in arrears.
- 13.7. The pre- and post-Buyback shareholding pattern of the Company is as follows:

Category of Shareholder	Pre-Buyback		Post Buyback <sup>(1)</sup>	
	No. of Shares	% to the existing Equity Share capital	No. of Shares	% to post Buyback Equity Share capital
Promoter and Promoter Group	91,14,526	69.25	75,13,717	69.25
Foreign Investors (Including ADRs, Non-Resident Indians, FIIs, FPIs, Foreign Nationals, and Overseas Corporate Bodies)	95,886	0.73	33,36,283	30.75
Financial Institutions/Banks, NBFCs & Mutual Funds	3,200	0.02		
Others (Public, Bodies Corporate, Clearing Members, Trusts and HUF)	39,47,998	30.00		
<b>Total</b>	<b>1,31,61,610</b>	<b>100.00</b>	<b>1,08,50,000</b>	<b>100.00</b>

*Note: (1) Assuming response to the Buyback is to the extent of 100% (full Acceptance) from all the Equity Shareholders of the Equity Shares up to their Buyback Entitlement.*

- 13.8. There is no pendency of any scheme of amalgamation or compromise or arrangement pursuant to the provisions of the Companies Act, as of the date of this Letter of Offer.
- 13.9. Assuming that the response to the Buyback is to the extent of 100% (full Acceptance) from all the Eligible Shareholders up to their Buyback Entitlement, the aggregate shareholding of the Promoter and Promoter Group post the Buyback may remain same i.e. 69.25% as prior to the Buyback.
- 13.10. Aggregate shares purchased or sold by the Promoter and Promoter Group, persons in control, Directors of companies which are a part of the Promoter and Promoter Group and Directors and Key Managerial Personnel of the Company during a period of twelve months preceding the date of Public Announcement, i.e., January 1, 2021:
- 13.10.1. Aggregate of shares purchased or sold by the Promoter and Promoter Group and persons who are in control:

Sl. No.	Name	No. of Equity Shares	Nature of Transaction	Date of Transaction	Price
1.	Sushil Jain Jt. Nandita Jain	32,01,243	Sold (Gift)	18.3.2020	N.A.
2.	Akshat Jain	17,28,447	Purchased (Gift)	18.3.2020	N.A.
3.	Aashima Jain	14,72,796	Purchased (Gift)	18.3.2020	N.A.

**13.10.2.** Aggregate shares purchased or sold by the Directors of companies which are part of the Promoter and Promoter Group:

Sl. No.	Name	No. of Equity Shares	Nature of Transaction	Date of Transaction	Price
1.	Sushil Jain Jt. Nandita Jain* (Director & Promoter)	32,01,243	Sold (Gift)	18.3.2020	N.A.
2.	Akshat Jain (Director & Promoter)	17,28,447	Purchased (Gift)	18.3.2020	N.A.

*\*Mr. Sushil Jain Director cum Promoter of the Company hold shares through his Joint Account with his wife Mrs. Nandita Jain*

**13.10.3.** Aggregate shares purchased or sold by the Directors and Key Managerial Personnel of the Company:

Sl. No.	Name	No. of Equity Shares	Nature of Transaction	Date of Transaction	Price
1.	Sushil Jain (Chairperson & Executive Director)	32,01,243	Sold (Gift)	18.3.2020	N.A.
2.	Akshat Jain (Executive Director)	17,28,447	Purchased (Gift)	18.3.2020	N.A.

*\*Mr. Sushil Jain Director cum Promoter of the Company hold shares through his Joint Account with his wife Mrs. Nandita Jain*

## 14. BRIEF INFORMATION OF THE COMPANY

### 14.1. History of the Company

Indian Toners and Developers Limited (ITDL), an ISO 9001:2015 and ISO 14001:2015 Certified Company, was incorporated in 1990, as a Public Limited Company. The Company is Listed on BSE (Scrip Code: 523586) and ISIN number of the Company is INE826B01018. Company is having its registered office at 10.5 KM Mile Stone, Rampur - Bareilly Road, Rampur, Uttar Pradesh, 244901 and Corporate Office at 1223, DLF Tower 'B, Jasola, New Delhi – 110 025.

Company has two production units. Unit 1 is located at Rampur, U.P. Unit 2 is located at Sitarganj, Uttarakhand. Company is manufacturer and exporter of compatible toners for use in laser printers, the new age digital machines, multi-function printers, analogue copiers as well as wide format printers and copiers.

Company has a manufacturing capacity to produce 3600 metric tons of toners per annum. The facility at Rampur has a manufacturing capacity of 1200 metric tons of toner per annum, while the facility at Sitarganj also has a manufacturing capacity of 2400 metric tons of toner per annum, with



a total of 7 Production lines: 6 production lines each, with 600 tons manufacturing capacity. 1 exclusive production line for R&D.

#### 14.2. Growth of Business

The company had ambitious plans for expansion and diversification. Due to fall out of COVID 19 and declaration of lock out all over the world, all the plans were effected very badly. Not only this, it has also resulted in slow down of top and bottom lines productions and demand. However, company is still hopeful of doing better in the coming years but all depends on the prevailing national and international conditions.

On standalone basis, for the financial years ended March 31, 2020, March 31, 2019 and March 31, 2018, the Company recorded total income ₹ 9,806.35 lakhs, ₹ 12,197.12 lakhs and ₹ 11,923.51 lakhs respectively, and profit after tax of ₹ 1,219.45 lakhs, ₹ 2,041.50 and ₹ 2,422.35 lakhs respectively.

#### 14.3. The details of changes in the share capital of the Company since incorporation as certified by the Company is as follows:

Date of Allotment	Number of Equity Shares	Face Value (₹)	Issue Price (₹)	Nature of consideration	Cumulative Number of Equity Shares	Cumulative paid-up share capital (₹)
3.1.1990	800	10	10	Cash	800	8,000
1991*	1,72,000	10	10	Cash	1,72,800	17,28,000
4.12.1991	4,53,000	10	10	Cash	6,25,800	6,2,58,000
27.3.1992	18,75,000	10	10	Cash	25,00,800	2,50,08,000
1992*	16,08,100	10	10	Cash	41,08,900	4,10,89,000
25.6.1992	30,80,900	10	10	Cash	71,89,800	7,18,98,000
25.6.1992	1,39,100	10	10	Cash	73,28,900	7,32,89,000
23.6.1994	7,30,000	10	10	Cash	80,58,900	8,05,89,000
31.8.2017	79,31,634	10	N.A.	Allotment pursuant to Scheme	1,59,90,534	15,99,05,340
31.8.2017	(28,28,924)	10	N.A.	Cancellation pursuant to scheme	1,31,61,610	13,16,16,100

\*Since actual date of allotment is not available in the record, the year of allotment is being mentioned.

#### 14.4. The details of the Board of Directors as on date of Public Announcement, i.e., January 1, 2021 are as follows:

Name and Age of the Director	Designation	Qualifications	Date of Appointment/ Reappointment	Directorships in Other Companies and Bodies Corporate
Mr. Sushil Jain Age: 62	Executive Director- Chairperson- CEO	Bachelor of Engineering	10.01.1990	<ul style="list-style-type: none"> <li>• Jain Tube Company Limited,</li> <li>• Super Tubes Pvt. Limited,</li> <li>• P.K. Business Enterprises Limited</li> </ul>

Mr. Akshat Jain Age: 37	Executive Director	B.Sc. in Business Administration	01.04.2018	NIL
Mr. Sanjeev Goel Age: 61	Non-Executive - Independent Director	B. Com and Fellow Chartered Accountant (FCA)	31.05.2002	NIL
Mr. Arun Kumar Garg Age: 62	Non-Executive - Independent Director	Fellow Chartered Accountant (FCA)	17.09.2012	<ul style="list-style-type: none"> <li>• Styx Back Office Service Pvt. Ltd.,</li> <li>• Marius Risk Management Pvt. Ltd.,</li> <li>• Bharat Bhushan Finance &amp; Commodity Brokers Limited,</li> <li>• Sirion Labs Pvt. Ltd., Elevate IT Services Pvt. Ltd.</li> </ul>
Mrs. Neena Jain Age: 55	Non-Executive - Independent Director	Fellow Chartered Accountant (FCA)	01.10.2014	<ul style="list-style-type: none"> <li>• Best Bargain Finance Pvt. Ltd.</li> </ul>
Mrs. Manisha Chamaria Age:37	Non-Executive - Independent Director	Fellow Chartered Accountant (FCA)	04.02.2020	<ul style="list-style-type: none"> <li>• Precision S T India Ltd.,</li> <li>• Chamaria Enterprises Pvt. Ltd.,</li> <li>• Young Achievers Pvt. Ltd.</li> </ul>

14.5. The details of changes in the Board of Directors during the three years preceding the date of the Public Announcement, i.e., January 1, 2021 are as follows:

Name of the Director	Appointment/Resignation	Effective Date	Reasons
Sh. Akshat Jain	Appointment	01.04.2018	Strengthen the Board
Smt. Manisha Chamaria	Appointment	04.02.2020	Strengthen the Board

14.6. The Buyback will not result in any benefit to the Promoter and Promoter Group or any Directors and Key Managerial Personnel of the Company except to the extent of the cash consideration received by them from the Company pursuant to their respective participation in the Buyback in their capacity as Equity Shareholders of the Company, and the change in their shareholding as per the response received in the Buyback, as a result of the extinguishment of Equity Shares, which will lead to reduction in the equity share capital of the Company post the Buyback.

## 15. FINANCIAL INFORMATION ABOUT THE COMPANY

- 15.1. The salient financial information of the Company as extracted from the standalone audited results for last three years being March 31, 2020, March 31, 2019 and March 31, 2018 and unaudited standalone limited reviewed financial results for the six months period ended September 30, 2020 are as under:

(₹ in lakhs unless stated otherwise)

Particulars	Un-audited (limited review) IND-AS For Period ended September 30, 2020	Year Ended		
		March 31, 2020 (Audited)	March 31, 2019 (Audited)	March 31, 2018 (Audited)
Total Income	3,867.14	9,806.35	12,197.12	11,923.51
Total Expenses (Excluding Interest and Depreciation)	2,944.25	7,854.65	9,240.1	8,513.05
Interest	10.74	51.36	63.1	56.79
Depreciation	216.46	432.91	377.09	367.57
Profit before tax	695.69	1,467.43	2,516.83	2,986.1
Provision for tax (including Deferred Tax)	121.29	247.98	475.33	563.75
Profit/ (Loss) after tax	574.4	1,219.45	2,041.5	2,422.35
Equity Share Capital	1,316.16	1,316.16	1,316.16	1,316.16
Reserves & Surplus*	17,692.44	17,126.01	16,670.15	15,126.94
Net-worth*	19,008.6	18,442.17	17,986.31	16,443.1
Debt (excluding working capital loans and including current maturities of long- term debt)	0	0	0	0
Total Debt (including working capital loans and current maturities of long-term debt)	0	0	0	0

\*Excluding revaluation reserves and miscellaneous expenditure to the extent not written off

### Key Financial Ratios:

Particulars	Un-audited (limited review) IND-AS For Period ended September 30, 2020	Year Ended		
		March 31, 2020 (Audited)	March 31, 2019 (Audited)	March 31, 2018 (Audited)
<b>Key Ratios</b>				
Earnings per Share – Basic (₹) <sup>(1)</sup>	4.36	9.27	15.51	18.4
Earnings per Share – Diluted (₹)	4.36	9.27	15.51	18.4

Book Value Per Share (₹) <sup>(2)</sup>	144.42	140.12	136.66	124.93
Return on Net worth (%) <sup>(3)</sup>	3.02	6.61	11.35	14.73
Debt-Equity Ratio (in times) <sup>(4)</sup>	0	0	0	0
Total Debt/ Net-worth <sup>(5)</sup>	0	0	0	0

Below are the formulae used for computation of the above ratios:

- (1) Earnings per Share = Profit After Tax attributable to equity holders of the company / Weighted Average Number of Shares outstanding for the period
- (2) Book value per Share = Net Worth (excluding Revaluation Reserves) / Number of Shares at the end of the period
- (3) Return on Net Worth = Annualized Profit After Tax attributable to equity holders of the company / Net Worth (excluding revaluation reserves).
- (4) Debt-Equity Ratio = Total Debt/ Net Worth (excluding revaluation reserves)
- (5) Total Debt/ Net Worth = Total Debt/ Net Worth (excluding revaluation reserves)

15.2. The financial information of the Company as extracted from the **consolidated** audited results for last three years being March 31, 2020, March 31, 2019 and March 31, 2018 and unaudited consolidated limited reviewed financial results for the six months period ended September 30, 2020 are as under:

(₹ in lakhs unless stated otherwise)

Particulars	Un-audited (limited review) IND-AS For Period ended September 30, 2020	Year Ended		
		March 31, 2020 (Audited)	March 31, 2019 (Audited)	March 31, 2018 (Audited)
Total Income	3,894.09	9,860.24	12,177.71	11,954.41
Total Expenses (Excluding Interest and Depreciation)	2,985.55	7,941.24	9,268.97	8,578.77
Interest	10.74	51.36	63.10	56.79
Depreciation	216.46	432.91	377.09	367.57
Profit before tax	681.34	1,434.73	2,468.55	2,951.37
Provision for tax (including Deferred Tax)	121.29	247.96	475.33	546.14
Profit/ (Loss) after tax	560.05	1,186.77	1,993.22	2,405.23
Equity Share Capital	1,316.16	1,316.16	1,316.16	1,316.16
Reserves & Surplus*	17,496.77	16,941.70	16,518.52	15,035.03
Net-worth*	18,812.93	18,257.86	17,834.68	16,351.19
Debt (excluding working capital loans and including current maturities of long-term debt)	0	0	0	0
Total Debt (including working capital loans and current maturities of long-term debt)	0	0	0	0

\*Excluding revaluation reserves and miscellaneous expenditure to the extent not written off

### Key Financial Ratios

Particulars	Un-audited (limited review) IND-AS For Period ended September 30, 2020	Year Ended		
		March 31, 2020 (Audited)	March 31, 2019 (Audited)	March 31, 2018 (Audited)
<b>Key Ratio</b>				
Earnings per Share – Basic (₹) <sup>(1)</sup>	4.26	9.02	15.14	18.27
Earnings per Share – Diluted (₹)	4.26	9.02	15.14	18.27
Book Value Per Share (₹) <sup>(2)</sup>	142.94	138.72	135.51	124.23
Return on Net worth (%) <sup>(3)</sup>	2.98	6.50	11.18	14.71
Debt-Equity Ratio (in times) <sup>(4)</sup>	0	0	0	0
Total Debt/ Net- worth <sup>(5)</sup>	0	0	0	0

Below are the formulae used for computation of the above ratios:

(1) Earnings per Share = Profit After Tax attributable to equity holders of the company / Weighted Average Number of Shares outstanding for the period

(2) Book value per Share = Net Worth (excluding Revaluation Reserves) / Number of Shares at the end of the period

(3) Return on Net Worth = Annualized Profit After Tax attributable to equity holders of the company / Net Worth (excluding revaluation reserves).

(4) Debt-Equity Ratio = Total Debt/ Net Worth (excluding revaluation reserves)

(5) Total Debt/ Net Worth = Total Debt/ Net Worth (excluding revaluation reserves)

**15.3.** The Company shall comply with the SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 2011, wherever and if applicable. The Company hereby declares that it has complied with Sections 68, 69 and 70 of the Companies Act and the SCD Rules.

## 16. STOCK MARKET DATA

**16.1.** The Equity Shares are currently listed and traded only on the BSE.

**16.2.** The high, low and average market prices in preceding three years and the monthly high, low and average market prices for the six months preceding the date of the Public Announcement, i.e., January 1, 2021 and the corresponding volumes on the BSE (stock exchange where the Company's shares are Listed and traded) are as follows:

Period	High Price (Rs)	Date of High Price & Number of shares traded on that date	Low Price (Rs)	Date of Low Price & Number of shares traded on that date	Average Price (Rs)	Total Volume Traded in the period (No. of Shares)
<b>PRECEDING 3 YEARS</b>						

April 1, 2019 – March 31, 2020	156.00	April 2, 2019 (18,864)	43.10	March 25, 2020 (8,078)	93.49	1901922
April 1, 2018 – March 31, 2019	271	April 12, 2018 (5,992)	111.60	February 5, 2019 (8,925)	175.98	1455812
April 1, 2017 – March 31, 2018	344.70	December 6, 2017 (53,944)	155.00	April 3, 2017 (16,897)	275.97	4403083
<b>PRECEDING 6 MONTHS</b>						
December 2020	131.00	December 31, 2020 (18,370)	117.55	December 22, 2020 (11,002)	124.65	242681
November 2020	137.50	November 14, 2020 (20858)	107.25	November 3, 2020 (48,837)	124.69	501354
October 2020	117.45	October 27, 2020 (50,887)	87.05	October 1, 2020 (9,747)	103.04	330882
September 2020	106.70	September 2, 2020 (5,788)	83.50	September 28, 2020 (10,551)	96.55	153321
August 2020	123.00	August 13, 2020 (1,08,770)	77.00	August 3, 2020 (9,770)	107.22	1199890
July 2020	101.00	July 6, 2020 (17,556)	73.55	July 28, 2020 (37,217)	87.54	252132

Source: www.bseindia.com Note: High and Low price for the period are based on intra-day prices and Average Price is based on average of closing price.

- 16.3.** Notice of the Board Meeting convened to consider the proposal of the Buyback was given to the BSE on October 27, 2020. The proposal for the Buyback was approved at the Board Meeting and the intimation (Outcome) was sent to BSE on the same day (November 5, 2020). The closing market price of the Equity Shares on BSE, during this period, are summarised below.

<b>Event</b>	<b>Date</b>	<b>BSE (In INR)</b>
Notice of the Board Meeting convened to consider the proposal of the Buyback	October 27, 2020	106.65
1 (One) Trading Day Post-Notice of Board Meeting	October 28, 2020	108.05
1 (One) Trading Day Prior to Board Meeting	November 4, 2020	110.65
Board Meeting Date	November 5, 2020	116.10
1 (One) Trading Day Post-Board Meeting	November 6, 2020	122.65

The Buyback Price will be paid in Indian rupees only.

## **17. DETAILS OF THE STATUTORY APPROVALS**

- 17.1** The Buyback is subject to approvals, if any, required under the provisions of the Companies Act, the Buyback Regulations, and applicable rules and regulations as specified by RBI under FEMA and/or such other applicable rules and regulations for the time being in force. As on date, there are

no other statutory or regulatory approvals required to implement the Buyback other than those indicated above.

- 17.2** Buyback from Non-Resident Shareholders will be subject to approvals, if any, of the appropriate authorities as applicable. Non-Resident Shareholders must obtain all approvals if required to tender the Equity Shares held by them in this Buyback (including without limitation the approval from the RBI). It is the obligation of such Non-Resident Shareholders, NRI, OCB shareholders, to obtain such approvals (if required) and submit such approvals along with the Tender Form, so as to enable them to tender Equity Shares in the Buyback and for the Company to purchase such Equity Shares, tendered. The Company will have the right to make payment to such Eligible Shareholders in respect of whom no prior RBI approval is required and not Accept Equity Shares from the Eligible Shareholders in respect of whom prior RBI approval is required in the event copies of such approvals are not submitted.
- 17.3** By participating in the Buyback, the Non-Resident Shareholders give the Company the authority to make, sign, execute, deliver, acknowledge and perform all applications to file regulatory reporting(s), if required, including the form FC-TRS, if necessary and such Non-Resident Shareholders undertake to provide assistance to the Company for such regulatory reporting, if required by the Company.
- 17.4** As of date of this Letter of Offer, there are no statutory or regulatory approvals required to implement the Buyback, other than as indicated above. If any statutory or regulatory approvals become applicable subsequently, the Buyback will be subject to such statutory or regulatory approvals. In the event that the receipt of any statutory/regulatory approvals are delayed, changes to the proposed timetable of the Buyback, if any, shall be intimated to BSE.

## **18. DETAILS OF THE REGISTRAR TO THE BUYBACK AND COLLECTION CENTRES**

Eligible Shareholders who wish to tender their Equity Shares in the Buyback can send by registered post/speed post or hand deliver the Tender Form, TRS generated by the exchange bidding system along with all the relevant documents by super-scribing the envelope as “ITDL Buyback Offer 2020”, to the Registrar at its office set out below so that the same are received by Monday, March 22, 2021:

### **Alankit Assignment Limited**

Alankit House, 4E/2, Jhandewalan Extension,

New Delhi – 110055

Tel: +91 11 42541234; 2354 1234

Fax: +91 11 4154 3474; 2355 2001

Email: [rta@alankit.com](mailto:rta@alankit.com), [info@alankit.com](mailto:info@alankit.com)

Website: [www.alankit.com](http://www.alankit.com)

Contact Person: Mr. Virender Sharma

SEBI Registration No.: INR000002532

Validity Period: Permanent

Corporate Identity Number: U74210DL1991PLC042569

**ELIGIBLE SHAREHOLDERS HOLDING AND TENDERING EQUITY SHARES IN DEMAT FORM ARE NOT REQUIRED TO SUBMIT THE TENDER FORM AND THE TRS.**

**THE TENDER FORM AND OTHER RELEVANT DOCUMENTS SHOULD NOT BE SENT TO THE COMPANY OR TO THE MANAGER TO THE BUYBACK.**

## **19. PROCESS AND METHODOLOGY FOR THE BUYBACK**

- 19.1.** The Company proposes to Buy back up to 23,11,610 (Twenty-Three Lakhs Eleven Thousand Six Hundred Ten Only) fully paid-up Equity Shares from the Eligible Shareholders as on the Record Date, on a proportionate basis, through the Tender Offer route at the Buyback Price, i.e., ₹ 160/- (Rupees One Hundred Sixty only) per Equity Share, payable in cash for an aggregate amount of

₹36,98,57,600 (Rupees Thirty-Six Crores and Ninety-Eight Lakhs Fifty-Seven Thousand Six Hundred Only). The maximum number of Equity Shares proposed to be bought back represents 17.56% of the total issued and paid-up equity share capital of the Company as at March 31, 2020. The Buyback is in accordance with Article 4 of the Articles, Sections 68, 69 and 70 and all other applicable provisions of the Companies Act, the SCD Rules, the Management Rules and the Buyback Regulations and subject to such conditions and modifications, if any, as may be prescribed or imposed by the appropriate authorities while granting such approvals, permissions and sanctions, which may be agreed by the Board. The Buyback Size is 20.06% and 20.26% of the fully paid-up equity share capital and free reserves as per the latest audited balance sheet of the Company for the financial year ended March 31, 2020 (the last audited balance sheet available as on the date of the Board Meeting approving the Buyback) on standalone and consolidated basis, respectively. The Equity Shareholders of the Company approved the Buyback, by way of a special resolution, through postal ballot through remote e-voting, the results of which were announced on December 31, 2020.

- 19.2.** The aggregate shareholding of the Promoter and Promoter Group as at the date of the Public Announcement is 91,14,526 Equity Shares which represents 69.25% of the existing equity share capital of the Company. In terms of the Buyback Regulations, under the Tender Offer route, the Promoters and Promoter Group have the option to participate in the Buyback. In this regard, the Promoter and Promoter group have expressed their intention vide their letters dated November 5, 2020 to participate in the Buyback and may tender up to an aggregate maximum number of **79,93,340** Equity Shares or such lower number of shares in accordance with the provisions of the Buyback Regulations/terms of the Buyback. Please refer to paragraph 9.2 on page 16 of this Letter of Offer for details on participation by the Promoter and Promoter Group.
- 19.3.** Assuming Acceptance of all Equity Shares tendered in the Buyback from the Eligible Shareholders up to their respective Buyback Entitlement, the shareholding of the Promoter and Promoter Group after the completion of the Buyback may remain same at 69.25% of post-Buyback total paid-up equity share capital of the Company. Also, if none of the public shareholders participate and only the Promoter and Promoter Group participate to the extent of the Buyback Entitlement, their shareholding may reduce from 69.25% to 64.99% of the total equity share capital of the Company.
- 19.4.** The Company expresses no opinion as to whether Eligible Shareholders should participate in the Buyback or not and, accordingly, Eligible Shareholders are advised to consult their own advisors to consider participation in the Buyback.
- 19.5.** Record Date and Ratio of Buyback as per the Buyback Entitlement in each Category:

  - 19.5.1.** On December 31, 2020, the Company announced Friday, January 15, 2021 as the Record Date for the purpose of determining the Buyback Entitlement and the names of the Eligible Shareholders.
  - 19.5.2.** The Equity Shares to be bought back as a part of this Buyback are divided into two categories:

    - 19.5.2.1.** Reserved category for Small Shareholders (“**Reserved Category**”); and
    - 19.5.2.2.** General Category for all other Eligible Shareholders (“**General Category**”).
  - 19.5.3.** As defined in the Buyback Regulations, Small Shareholder means a shareholder, who holds shares whose market value, on the basis of closing price on the recognized stock exchange registering the highest trading volume, as on Record Date, is not more than Two Lakh Rupees. As on the Record Date, the closing price on BSE was ₹ 132.50/- (Rupees One Hundred Thirty-Two and Fifty Paise Only). Accordingly, all Eligible Shareholders holding not more than 1509 Equity Shares as on the Record Date are classified as ‘Small Shareholders’ for the purpose of the Buyback.
  - 19.5.4.** Based on the above definition, there are 16,073 Small Shareholders in the Company with aggregate shareholding of 24,77,006 Equity Shares as on the Record Date, which



constitutes 18.82% of the outstanding number of Equity Shares of the Company and 107.15% of the maximum number of Equity Shares which the Company proposes to buy back as a part of this Buyback.

**19.5.5.** In compliance with Regulation 6 of the Buyback Regulations, the reservation for the Small Shareholders, will be the higher of:

**19.5.5.1.** Fifteen percent of the number of Equity Shares which the Company proposes to Buyback i.e. 15% of 23,11,610 (Twenty-Three Lakhs Eleven Thousand Six Hundred Ten Only) Equity Shares which is 3,46,742 (Three Lakh Forty Six Thousand Seven Hundred Forty Two) Equity Shares; or

**19.5.5.2.** The number of Equity Shares entitled as per their shareholding as on the Record Date [i.e.  $(24,77,006/1,31,61,610) \times 23,11,610$ ] which is 4,35,043 (Four Lakh Thirty Five Thousand and Forty Three) Equity Shares.

**19.5.5.2.1.** All the outstanding fully paid-up Equity Shares have been used for computing the Buyback Entitlement of Small Shareholders since the Promoter and Promoter Group also intend to offer Equity Shares held by them in the Buyback.

**19.5.5.2.2.** Based on the above and in accordance with Regulation 6 of the Buyback Regulations, 4,35,042 (rounded off) fully paid-up Equity Shares have been reserved for Small Shareholders. Accordingly, General Category for all other Eligible Shareholders shall consist of 18,76,567 Equity Shares.

**19.5.6.** Based on the above Buyback Entitlements, the ratio of Buyback for both categories is as follows:

<b>Category of Shareholders</b>	<b>Ratio of Buyback</b>
Reserved category for Small Shareholders	111 Equity Shares out of every 632 fully paid-up Equity Shares held on the Record Date.
General category for all other Eligible Shareholders	111 Equity Shares out of every 632 fully paid-up Equity Shares held on the Record Date.

*Note: The above ratio of Buy-Back is approximate and provides an indicative Buy-Back Entitlement. Any computation of entitled Equity Shares using the above ratio may provide a slightly different number due to rounding off. The actual buyback entitlement for small and general category shareholders is 0.1756327683315340.*

## **19.6. Fractional Entitlements:**

**19.6.1.** If the Buyback Entitlement under Buyback, after applying the above-mentioned ratios to the Equity Shares held on Record Date, is not a round number (i.e. not in the multiple of 1 Equity Share), then the fractional entitlement shall be ignored for computation of Buyback Entitlement to tender Equity Shares in the Buyback for both categories of Eligible Shareholders.

**19.6.2.** On account of ignoring the fractional entitlement, those Small Shareholders who hold 5 or less Equity Shares as on Record Date will be dispatched a Tender Form with zero entitlement. Such Small Shareholders are entitled to tender Additional Equity Shares as part of the Buyback and will be given preference in the Acceptance of one Equity Share, if such Small Shareholders have tendered Additional Equity Shares.

**19.7. Basis of Acceptance of Equity Shares validly tendered in the Reserved Category for Small Shareholders:**

**19.7.1.** Subject to the provisions contained in the Letter of Offer, the Company will Accept Equity Shares tendered in the Buyback by Small Shareholders in the Reserved Category in the following order of priority:

**19.7.1.1.** Acceptance of 100% Equity Shares from Small Shareholders in the Reserved Category, who have validly tendered their Equity Shares to the extent of their Buyback Entitlement or the number of Equity Shares tendered by them, whichever is less; and

**19.7.1.2.** Post the Acceptance as described in paragraph 19.7.1.1 above, in case there are any Equity Shares left to be bought back from Small Shareholders in the Reserved Category, the Small Shareholders who were entitled to tender zero Equity Shares (on account of ignoring the fractional entitlement), and have tendered Additional Equity Shares as part of the Buyback, shall be given preference and one share each from the Additional Equity Shares applied by these Small Shareholders shall be bought back in the Reserved Category.

**19.7.1.3.** Post the Acceptance as described in paragraph 19.7.1.1 and 19.7.1.2 above, in case there are any Equity Shares left to be bought back in the Reserved Category, the Additional Equity Shares tendered by the Small Shareholders over and above their Buyback Entitlement, shall be Accepted in proportion of the Additional Equity Shares tendered by them and the Acceptances per Small Shareholder shall be made in accordance with the Buyback Regulations, i.e. valid Acceptances per Small Shareholder shall be equal to the Additional Equity Shares validly tendered by the Small Shareholder divided by the total Additional Equity Shares validly tendered in the Reserved Category and multiplied by the total pending number of Equity Shares to be Accepted in the Reserved Category. For the purpose of this calculation, the Additional Equity Shares taken into account for such Small Shareholders, from whom one Equity Share has been accepted in accordance with paragraph 19.7.1.2 above, shall be reduced by one.

**19.7.1.4. Adjustment for fractional results in case of proportionate Acceptance, as described in paragraph 19.7.1.3 above:**

**19.7.1.4.1.** For any Small Shareholder, if the number of Additional Equity Shares to be Accepted, calculated on a proportionate basis is not in the multiple of 1 and the fractional Acceptance is greater than or equal to 0.50, the fraction would be rounded off to the next higher integer.

**19.7.1.4.2.** For any shareholder, if the number of Additional Equity Shares to be Accepted, calculated on a proportionate basis is not in the multiple of 1 and the fractional Acceptance is less than 0.50, the fraction shall be ignored.

**19.8. Basis of Acceptance of Shares validly tendered in the General Category:**

**19.8.1.** Subject to the provisions contained in this Letter of Offer, the Company will Accept the Equity Shares tendered in the Buyback by all other Eligible Shareholders in the General Category in the following order of priority:

**19.8.1.1.** Acceptance of 100% Equity Shares from other Eligible Shareholders in the General Category who have validly tendered their Equity Shares, to the extent of their Buyback Entitlement, or the number of Equity Shares tendered by them, whichever is less.

**19.8.1.2.** Post the Acceptance as described in paragraph 19.8.1.1 above, in case there are any Equity Shares left to be bought back in the General Category, the Additional Equity Shares tendered by the other Eligible Shareholders over and above their Buyback Entitlement shall be Accepted in proportion of the Additional Equity Shares tendered by them and the Acceptances per shareholder shall be made in accordance with the Buyback Regulations, i.e. valid Acceptances per shareholder shall be equal to the Additional Equity Shares validly tendered by the Eligible Shareholder divided by the total Additional Equity Shares validly tendered in the General Category and multiplied by the total pending number of Equity Shares to be Accepted in the General Category.

**19.8.1.3. Adjustment for fractional results in case of proportionate Acceptance as described in paragraph 19.8.1.2 above:**

**19.8.1.3.1.** For any Eligible Shareholder, if the number of Additional Equity Shares to be Accepted, calculated on a proportionate basis is not in the multiple of 1 and the fractional Acceptance is greater than or equal to 0.50, the fraction would be rounded off to the next higher integer.

**19.8.1.3.2.** For any Eligible Shareholder if the number of Additional Equity Shares to be Accepted, calculated on a proportionate basis is not in the multiple of 1 and the fractional Acceptance is less than 0.50, the fraction shall be ignored.

## **19.9. Basis of Acceptance of Equity Shares between Categories**

**19.9.1.** In case there are any Equity Shares left to be bought back in one category (“Partially Filled Category”) after Acceptance in accordance with the above described methodology for both the categories, and there are additional unaccepted validly tendered Equity Shares in the second category, the Additional Equity Shares in the second category shall be Accepted proportionately, i.e. valid Acceptances per Eligible Shareholder shall be equal to the additional outstanding Equity Shares validly tendered by an Eligible Shareholder in the second category divided by the total additional outstanding Equity Shares validly tendered in the second category and multiplied by the total pending number of Equity Shares to be bought back in the Partially Filled Category.

**19.9.2.** If the Partially Filled Category is the General Category, and the second category is the Reserved Category, for the purpose of this calculation, the Additional Equity Shares tendered by such Small Shareholders, from whom one Equity Share has been Accepted in accordance with paragraph 19.7.1.2 shall be reduced by one.

**19.9.3. Adjustment for fractional results in case of proportionate Acceptance, as defined in paragraphs 19.9.1 and 19.9.2 above:**

**19.9.3.1.** For any shareholder, if the number of Additional Equity Shares to be Accepted, calculated on a proportionate basis is not in the multiple of 1 and the fractional Acceptance is greater than or equal to 0.50, the fraction would be rounded off to the next higher integer.

**19.9.3.2.** For any shareholder, if the number of Additional Equity Shares to be Accepted, calculated on a proportionate basis is not in the multiple of 1 and the fractional Acceptance is less than 0.50, the fraction shall be ignored.

**19.10.** For avoidance of doubt, it is clarified that:

**19.10.1.** the Eligible Shareholders are advised to tender Equity Shares from their respective demat accounts/ folios in which they are holding the Equity Shares as on the Record Date;

- 19.10.2.** the Equity Shares Accepted under the Buyback from each Eligible Shareholder, in accordance with paragraphs above, shall not exceed the number of Equity Shares tendered by the respective Eligible Shareholder;
- 19.10.3.** the Equity Shares Accepted under the Buyback from each Eligible Shareholder, in accordance with paragraphs above, shall not exceed the number of Equity Shares held by respective Eligible Shareholders as on the Record Date; and
- 19.10.4.** the Equity Shares tendered by any Eligible Shareholders over and above the number of Equity Shares held by such Eligible Shareholders as on the Record Date shall not be considered for the purpose of Acceptance in accordance with the paragraphs above.
- 19.10.4.1.** The Equity Shares accepted under the Buyback, shall not exceed 23,11,610 (Twenty-Three Lakhs Eleven Thousand Six Hundred Ten Only) Equity Shares OR Rs.36,98,57,600 (Rupees Thirty-Six Crores and Ninety-Eight Lakhs Fifty-Seven Thousand Six Hundred Only), whichever is lower.
- 19.10.4.2.** In case of any practical issues, resulting out of rounding-off of Equity Shares or otherwise, the Board or Buyback Committee authorized by the Board will have the authority to decide such final allocation with respect to such rounding-off or any excess of Equity Shares or any shortage of Equity Shares after allocation of Equity Shares as set out in the process described in Paragraph 19.7, 19.8, 19.9 and 19.10.

### **19.11. Clubbing of Entitlement**

In accordance with Regulation 9(ix) of the Buyback Regulations, in order to ensure that the same shareholders with multiple demat accounts/folios do not receive a higher entitlement under the Small Shareholder category, the Company will club together the Equity Shares held by such shareholders with a common PAN for determining the category (Small Shareholder or general) and entitlement under the Buyback. In case of joint shareholding, the Company will club together the Equity Shares held in cases where the sequence of the PANs of the joint shareholders is identical. In case of physical shareholders, where the sequence of PANs is identical, the Company will club together the Equity Shares held in such cases. Similarly, in case of physical shareholders where PAN is not available, the Company will check the sequence of names of the joint holders and club together the Equity Shares held in such cases where the sequence of name of joint shareholders is identical. The shareholding of institutional investors like mutual funds, pension funds/trusts, insurance companies etc., with common PAN will not be clubbed together for determining the category and will be considered separately, where these Equity Shares are held for different schemes and have a different demat account nomenclature based on information prepared by the Registrar as per the shareholder records received from the Depositories.

## **20. PROCEDURE FOR TENDER OFFER AND SETTLEMENT**

- 20.1.** The Buyback is open to all Eligible Shareholders and beneficial owners of the Company, holding Equity Shares either in dematerialized form or physical form on the Record Date.
- 20.2.** The Company proposes to affect the Buyback through the Tender Offer route, on a proportionate basis. The Letter of Offer and Tender Form, outlining the terms of the Buyback as well as the detailed disclosures as specified in the Buyback Regulations, will be dispatched to Eligible Shareholders.
- 20.3.** The Letter of Offer shall be dispatched through electronic modes to Eligible Shareholders who have registered their email IDs with the depositories/the Company and through physical mode by registered post/speed post/courier to Eligible Shareholders who have not registered their email IDs with the depositories/the Company. An Eligible Shareholder may access the Letter of Offer, on the websites of the Company, the Registrar to the Buyback, the Stock Exchange and the Manager to the Buyback at [www.indiantoners.com](http://www.indiantoners.com), <https://www.alankit.com>, [www.bseindia.com](http://www.bseindia.com) and

[www.corporateprofessionals.com](http://www.corporateprofessionals.com), respectively. In case of non-receipt of Letter of Offer and the Tender Form, please follow the procedure as mentioned in paragraph 20.23 below. The Company shall accept all the Equity Shares validly tendered in the Buyback by Eligible Shareholders, on the basis of their Buyback Entitlement as on the Record Date.

- 20.4. The Company will not accept any Equity Shares offered for Buyback which are under any restraint order of a court for transfer/sale of such shares. The Company shall comply with Regulation 24(v) of the Buyback Regulations which states that the Company shall not buyback locked-in Equity Shares and non-transferable Equity Shares till the pendency of the lock-in or till such Equity Shares become transferable.
- 20.5. Eligible Shareholders will have to transfer the Equity Shares from the same demat account in which they were holding the Equity Shares as on the Record Date and **in case of multiple demat accounts, Eligible Shareholders are required to tender the applications separately from each demat account**. In case of any changes in the demat account in which the Equity Shares were held as on Record Date, such Eligible Shareholders should provide sufficient proof of the same to the Registrar to the Buyback and such tendered Equity Shares may be accepted subject to appropriate verification and validation by the Registrar to the Buyback. The Board or Buyback Committee authorized by the Board will have the authority to decide such final allocation in case of non-receipt of sufficient proof by such Eligible Shareholder.
- 20.6. Eligible Shareholders' participation in Buyback is voluntary. Eligible Shareholders holding Equity Shares of the Company can choose to participate and get cash in lieu of shares to be Accepted under the Buyback or they may choose not to participate. Eligible Shareholders holding Equity Shares of the Company may also accept a part of their entitlement. Eligible Shareholders holding Equity Shares of the Company also have the option of tendering Additional Shares (over and above their entitlement) and participate in the shortfall created due to non-participation of some other Eligible Shareholders, if any. If the Buyback entitlement for any Eligible Shareholder is not a round number, the fractional entitlement shall be ignored for computation of entitlement to tender Equity Shares in the Buyback. The Acceptance of any Equity Shares tendered in excess of the Buyback Entitlement by the Eligible Shareholder shall be in terms of the procedure outlined herein.
- 20.7. The maximum tender under the Buyback by any Eligible Shareholder cannot exceed the number of Equity Shares held by the Eligible Shareholder as on the Record Date. In case the Eligible Shareholder holds Equity Shares through multiple demat accounts, the tender through a demat account cannot exceed the number of Equity Shares held in that demat account.
- 20.8. The Company shall accept all the Equity Shares validly tendered for the Buyback by Eligible Shareholders, on the basis of their Buyback Entitlement as on the Record Date.
- 20.9. As elaborated under paragraph 19.5 above, the Equity Shares proposed to be bought as a part of the Buyback are divided into two categories; (a) Reserved Category for Small Shareholders and (b) the General Category for all other Eligible Shareholders. The Buyback Entitlement of Eligible Shareholders in each category shall be calculated accordingly.
- 20.10. Post Acceptance of the Equity Shares tendered on the basis of Buyback Entitlement, Equity Shares left to be bought as a part of the Buyback, if any, in one category shall first be Accepted, in proportion to the Equity Shares tendered, over and above their Buyback Entitlement, by Eligible Shareholders in that category, and thereafter, from Eligible Shareholders who have tendered over and above their Buyback Entitlement, in the other category
- 20.11. The Buyback shall be implemented using the "Mechanism for acquisition of shares through Stock Exchange" notified by SEBI Circulars and following the procedure prescribed in the Companies Act, the SCD Rules and the Buyback Regulations and as may be determined by the Board and on such terms and conditions as may be permitted by law from time to time

**20.12.** For implementation of the Buyback, the Company has appointed SMC Global Securities Limited as the registered broker to the Company through whom the purchases and settlements on account of the Buyback would be made by the Company. The contact details of the Company's Broker are as follows:



Moneywise. Be wise.

**Name:** SMC Global Securities Limited

**CIN:** L74899DL1994PLC063609

**Address:** 11/6B, Shanti Chamber, Pusa Road, New Delhi-110005

**Contact Person:** B Sanjeev Kumar

**Telephone Number:** +91-11-3011 1000/4075 3333,

**Fax Number:** +91-11-2575 4365

**E-mail Id:** [smc@smcindiaonline.com](mailto:smc@smcindiaonline.com) / [bsanjeevkumar@smcindiaonline.com](mailto:bsanjeevkumar@smcindiaonline.com)

**Investor Grievance Email:** [igc@smcindiaonline.com](mailto:igc@smcindiaonline.com),

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

**SEBI Registration Number:** INZ000199438

**20.13.** The Company will request Stock Exchange to provide the acquisition window to facilitate placing of sell orders by Eligible Shareholders who wish to tender Equity Shares in the Buyback. BSE will be the designated stock exchange for the purpose of this Buyback ("Designated Stock Exchange"). The details of the acquisition window will be specified by the Stock Exchange from time to time.

**20.14.** All Eligible Shareholders, through their respective Stock Broker(s), will be eligible to place and be responsible for placing orders in the acquisition window.

**20.15.** During the Tendering Period, the order for selling the Equity Shares will be placed in the acquisition window by Eligible Shareholders through their respective Stock Brokers during normal trading hours of the secondary market.

**20.16.** Stock Brokers can enter orders for both Equity Shares in demat and physical form.

**20.17.** Modification/cancellation of orders and multiple bids from a single Shareholder will be allowed during the Tendering Period of the Buyback offer. Multiple bids made by single Shareholder for selling the Equity Shares shall be clubbed and considered as 'one' bid for the purposes of Acceptance.

**20.18.** The cumulative quantity tendered shall be made available on websites of the Stock Exchange at [www.bseindia.com](http://www.bseindia.com), throughout the trading session and will be updated at specific intervals during the Tendering Period.

**20.19.** All documents sent by the Eligible Shareholders will be at their own risk. Eligible Shareholders are advised to safeguard adequately their interests in this regard.

**20.20. Procedure to be followed by Equity Shareholders holding Equity Shares in the dematerialized form**

**20.20.1.** Eligible Shareholders who desire to tender their Equity Shares in the electronic form under the Buyback would have to do so through their respective Stock Broker by indicating to their Stock Broker the details of Equity Shares they intend to tender under the Buyback.

**20.20.2.** The Stock Broker would be required to place an order/bid on behalf of the Eligible Shareholders who wish to tender Equity Shares in the Buyback using the acquisition window of the Stock Exchange. Before placing the bid, the Eligible Shareholder would be required to transfer the tendered Equity Shares to the special account of the Clearing Corporation, as applicable, by using the early pay in mechanism of the Depository prior

to placing the order/bid on the platform of the Stock Exchange by the Stock Broker. For further details, Eligible Shareholders may refer to the circulars issued by the Stock Exchange/Clearing Corporation.

- 20.20.3.** The details of the settlement number of the special account of the Clearing Corporation under which the Equity Shares are to be transferred in the account of Clearing Corporation for the Buyback will be provided in a separate circular to be issued by the Clearing Corporation.
- 20.20.4.** For custodian participant orders for demat Equity Shares, early pay-in is mandatory prior to confirmation of order/bid by custodian. The custodian shall either confirm or reject the orders not later than the closing of trading hours (i.e., 3:30 p.m.) on the last day of the Tendering Period (i.e., the Buyback Closing Date). Thereafter, all unconfirmed orders shall be deemed to be rejected. For all confirmed custodian participant orders, order modification shall revoke the custodian confirmation and the revised order shall be sent to the custodian again for confirmation.
- 20.20.5.** Upon placing the bid, the Stock Broker shall provide a TRS generated by the exchange bidding system to the Eligible Shareholder. The TRS will contain the details of order submitted like bid ID number, application number, DP ID, client ID, number of Equity Shares tendered, etc.
- 20.20.6.** Eligible Shareholders shall also provide all relevant documents, which are necessary to ensure transferability of the Equity Shares in respect of the Tender Form to be sent. Such documents may include (but not be limited to):
- 20.20.6.1.** Duly attested power of attorney, if any person other than the Eligible Shareholder has signed the Tender Form;
  - 20.20.6.2.** Duly attested death certificate and succession certificate/legal heirship certificate, in case any Eligible Shareholder has expired; and
  - 20.20.6.3.** In case of companies, the necessary certified corporate authorizations (including board and/or general meeting resolutions).
  - 20.20.6.4.** IN CASE OF DEMAT EQUITY SHARES, SUBMISSION OF TENDER FORM AND TRS IS NOT REQUIRED. After the receipt of the demat Equity Shares by the Clearing Corporation and a valid bid in the exchange bidding system, the Eligible Shareholders holding Equity Shares in demat form have successfully tendered the Equity Shares in the Buyback.
  - 20.20.6.5.** The Eligible Shareholders will have to ensure that they keep the DP account active and unblocked to receive credit in case of return of Equity Shares due to rejection or due to pro-rated Buyback decided by the Company. Further, Eligible Shareholders will have to ensure that they keep the savings bank account attached with the DP account active and updated to receive credit remittance due to Acceptance of Buyback of shares by the Company.

#### **20.21. Equity Shares held in the Physical form:**

**In accordance with SEBI Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/144 dated July 31, 2020, Eligible Shareholders holding Equity Shares in physical form can participate in the Buyback. The procedure is as below.**

**While shareholders holding equity shares in physical form are eligible to participate in the Buyback, they are urged to have their shares dematerialized so as to be able to freely transfer them and participate in corporate actions in a convenient and effective manner.**

- 20.21.1.** Eligible Shareholders who are holding physical Equity Shares and intend to participate in the Buyback will be required to approach their respective Stock Brokers along with the complete set of documents for verification procedures to be carried out including the (i) original share certificate(s), (ii) valid share transfer form(s) (i.e., form SH-4) duly filled and signed by the transferors (i.e. by all registered Eligible Shareholders in same order and as per the specimen signatures registered with the Company) and duly witnessed at the appropriate place authorizing the transfer in favour of the Company, (iii) self-attested copy of the Eligible Shareholder's PAN Card, and (iv) any other relevant documents such as power of attorney, corporate authorization (including board resolution/ specimen signature), notarized copy of death certificate and succession certificate or probated will, if the original shareholder has deceased, etc., as applicable. In addition, if the address of an Eligible Shareholder has undergone a change from the address registered in the Register of Members of the Company, such Eligible Shareholder would be required to submit a self-attested copy of address proof consisting of any one of the following documents: valid Aadhaar Card, Voter Identity Card or Passport.
- 20.21.2.** Based on the documents mentioned in paragraph 20.21.1 above, the concerned Stock Broker shall place the bid on behalf of the Eligible Shareholder holding Equity Shares in physical form who wishes to tender Equity Shares in the Buyback using the acquisition window of the Stock Exchange. Upon placing the bid, the Stock Broker shall provide a TRS generated by the Stock Exchanges' bidding system to the Eligible Shareholder. The TRS will contain the details of the order submitted like Folio No., Certificate No., Distinctive No., No. of Equity Shares tendered, etc.
- 20.21.3.** The Stock Broker has to deliver the original share certificate(s) and documents (as mentioned in paragraph 20.21.1 above) along with TRS either by registered post or courier or hand delivery to the Registrar (at the address mentioned at paragraph 18.1 above or the collection centres of the Registrar details of which will be included in the Letter of Offer) within 2 (two) days of closure of the Tendering Period. The envelope should be super scribed as "ITDL Buyback Offer 2020". One copy of the TRS will be retained by Registrar and it will provide acknowledgement of the same to the Stock Broker/ Eligible Shareholder.
- 20.21.4.** An Eligible Shareholder holding physical Equity Shares should note that physical Equity Shares will not be Accepted unless the complete set of documents are submitted. Acceptance of the physical Equity Shares for the Buyback shall be subject to verification as per the Buyback Regulations and any further directions issued in this regard. The Registrar will verify such bids based on the documents submitted on a daily basis and till such time the Stock Exchange shall display such bids as 'unconfirmed physical bids'. Once the Registrar confirms the bids, it will be treated as 'confirmed bids'.
- 20.21.5.** All documents as mentioned above, shall be enclosed with the valid Tender Form, otherwise the Equity Shares tendered will be liable for rejection. The Equity Shares shall be liable for rejection on the following grounds amongst others: (i) if there is any other company's equity share certificate(s) enclosed with the Tender Form instead of the Equity Share certificate(s) of the Company; (ii) if the transmission of Equity Shares is not completed, and the Equity Shares are not in the name of the Eligible Shareholders; (iii) if the Eligible Shareholders tender Equity Shares but the Registrar to the Buyback does not receive the Equity Share certificate(s) or other relevant documents; or (iv) in case the signature on the Tender Form and Form SH-4 does not match as per the specimen signature recorded with Company/Registrar of the Company.
- 20.21.6.** In case any Eligible Shareholder has submitted Equity Shares in physical form for dematerialization, such Equity Shareholders should ensure that the process of getting the Equity Shares dematerialized is completed well in time so that they can participate in the Buyback before Buyback Closing Date.



**20.22. For Equity Shares held by Eligible Shareholders, being Non-Resident Shareholders of Equity Shares (Read with paragraph 17 “DETAILS OF THE STATUTORY APPROVALS”):**

- 20.22.1.** Eligible Shareholders, being Non-Resident Shareholders of Equity Shares (excluding FPIs/FIIs) shall also enclose a copy of the permission received by them from RBI, if applicable, to acquire the Equity Shares held by them.
- 20.22.2.** In case the Equity Shares are held on repatriation basis, the Non-Resident Eligible Shareholder shall obtain and enclose a letter from its authorized dealer/bank confirming that at the time of acquiring the said Equity Shares, payment for the same was made by the non-resident Eligible Shareholder from the appropriate account (e.g. NRE a/c.) as specified by RBI in its approval. In case the Non-Resident Eligible Shareholder is not in a position to produce the said certificate, the Equity Shares would be deemed to have been acquired on non-repatriation basis and in that case the Non-Resident Eligible Shareholder shall submit a consent letter addressed to the Company allowing the Company to make the payment on a non-repatriation basis in respect of the valid Equity Shares Accepted under the Buyback.
- 20.22.3.** If any of the above stated documents, as applicable, are not enclosed along with the Tender Form, the Equity Shares tendered under the Buyback are liable to be rejected

**THE NON-RECEIPT OF THE LETTER OF OFFER BY, OR ACCIDENTAL OMISSION TO DISPATCH THE LETTER OF OFFER TO ANY PERSON WHO IS ELIGIBLE TO RECEIVE THE SAME TO PARTICIPATE IN THE BUYBACK, SHALL NOT INVALIDATE THE BUYBACK OFFER IN ANY WAY.**

**20.23. In case of non-receipt of the Letter of Offer and the Tender Form:**

- 20.23.1.**In case the Equity Shares are in dematerialized form: If Eligible Shareholder(s) who have been sent the Letter of Offer and the Tender Form through electronic means wish to obtain a physical copy of the Letter of Offer, they may send a request in writing to the Company or Registrar at the address or email id mentioned at the cover page of the Letter of Offer stating name, address, number of Equity Shares held on Record Date, client ID number, DP name / ID, beneficiary account number, and upon receipt of such request, a physical copy of the Letter of Offer shall be provided to such Eligible Shareholder. An Eligible Shareholder may participate in the Buyback by downloading the Tender Form from the websites of the Company, the Registrar to the Buyback, the Stock Exchange and the Manager to the Buyback at [www.indiantoners.com](http://www.indiantoners.com), <https://www.alankit.com>, [www.bseindia.com](http://www.bseindia.com) and [www.corporateprofessionals.com](http://www.corporateprofessionals.com), respectively, or by providing their application in writing on plain paper, signed by all Equity Shareholders, stating name and address of Shareholder(s), number of Equity Shares held as on the Record Date, Client ID number, DP Name/ ID, beneficiary account number and number of Equity Shares tendered for the Buyback.
- 20.23.2.**In case the Equity Shares are in physical form: Eligible Shareholder(s) have been sent the Letter of Offer and the Tender Form. An Eligible Shareholder may participate in the Buyback by providing their application in writing on plain paper signed by all Equity Shareholders stating name, address, folio number, number of Equity Shares held, share certificate number, number of Equity Shares tendered for the Buyback and the distinctive numbers thereof, enclosing the original share certificate(s), copy of Equity Shareholders' PAN card(s) and executed share transfer form in favour of the Company. The Letter of Offer, Tender Form and share transfer form SH-4 can be downloaded from the websites of the Company, the Registrar to the Buyback, the Stock Exchange and the Manager to the Buyback at [www.indiantoners.com](http://www.indiantoners.com), <https://www.alankit.com>, [www.bseindia.com](http://www.bseindia.com) and [www.corporateprofessionals.com](http://www.corporateprofessionals.com), respectively. Equity Shareholders must ensure that the Tender Form, along with the TRS and requisite documents (as mentioned in paragraph

20.21.1) above), reach the Registrar not later than 2 (two) days from the Buyback Closing Date i.e. Monday, March 22, 2021 (by 5 PM). If the signature(s) of the Eligible Shareholders provided in the plain paper application differs from the specimen signature(s) recorded with the Registrar of the Company or are not in the same order (although attested), such applications are liable to be rejected under this Buyback.

Please note that Eligible Shareholder(s) who intend to participate in the Buyback will be required to approach their respective Stock Broker (along with the complete set of documents for verification procedures) and have to ensure that their bid is entered by their respective Stock Broker or broker in the electronic platform to be made available by the Stock Exchange before the Buyback Closing Date.

The Company shall Accept Equity Shares validly tendered by Eligible Shareholder(s) in the Buyback on the basis of their shareholding as on the Record Date and the Buyback Entitlement. Eligible Shareholder(s) who intend to participate in the Buyback using the 'plain paper' option as mentioned in this paragraph are advised to confirm their entitlement from the Registrar to the Buyback, before participating in the Buyback.

**20.24.** The participation of the Eligible Shareholders in the Buyback is entirely at the discretion of the Equity Shareholders. The Company does not accept any responsibility for the decision of any Equity Shareholder to either participate or to not participate in the Buyback. The Company will not be responsible in any manner for any loss of Share certificate(s) and other documents during transit and the Equity Shareholders are advised to adequately safeguard their interest in this regard.

#### **20.25. Method of Settlement**

Upon finalization of the basis of Acceptance as per Buyback Regulations:

- 20.25.1.** The settlement of trades shall be carried out in the manner similar to settlement of trades in the secondary market.
- 20.25.2.** The Company will pay the consideration to the Company's Broker who will transfer the funds pertaining to the Buyback to the Clearing Corporation's bank accounts as per the prescribed schedule. For demat Equity Shares Accepted under the Buyback, the Clearing Corporation will make direct funds payout to respective Eligible Shareholders. If Eligible Shareholders' bank account details are not available or if the funds transfer instruction is rejected by RBI/Bank, due to any reason, such funds will be transferred to the concerned Stock Broker's settlement bank account for onward transfer to such Eligible Shareholders holding Equity Shares in dematerialized form.
- 20.25.3.** In case of certain client types viz. NRI and foreign clients etc. (where there are specific RBI and other regulatory requirements pertaining to funds pay-out) who do not opt to settle through custodians, the funds pay-out would be given to their respective Stock Broker's settlement accounts for releasing the same to the respective Eligible Shareholder's account. For this purpose, the client type details would be collected from the Depositories, whereas funds payout pertaining to the bids settled through custodians will be transferred to the settlement bank account of the custodian, each in accordance with the applicable mechanism prescribed by the Stock Exchange and the Clearing Corporation from time to time.
- 20.25.4.** The Equity Shares bought back in demat form would be transferred directly to the Company Demat Account provided it is indicated by the Company's Broker or it will be transferred by the Company's Broker to the Company Demat Account on receipt of the Equity Shares from the clearing and settlement mechanism of the Stock Exchange.

- 20.25.5.** For the Eligible Shareholders holding Equity Shares in physical form, the funds pay-out would be given to their respective Stock Broker's settlement accounts for releasing the same to the respective Eligible Shareholder's account.
- 20.25.6.** The Eligible Shareholders will have to ensure that they keep the DP account active and unblocked to receive credit in case of return of Equity Shares, due to rejection or due to non-acceptance of shares under the Buyback.
- 20.25.7.** Excess demat Equity Shares or unaccepted demat Equity Shares, if any, tendered by the Eligible Shareholders would be returned to them by the Clearing Corporation. Any excess physical Equity Shares pursuant to proportionate Acceptance/rejection will be returned back to the Eligible Shareholders directly by the Registrar. The Company is authorized to split the share certificate and issue new consolidated share certificate for the unaccepted Equity Shares, in case the Equity Shares Accepted by the Company are less than the Equity Shares tendered in the Buyback by Equity Shareholders holding Equity Shares in the physical form.
- 20.25.8.** The Company's Broker would also issue a contract note to the Company for the Equity Shares Accepted under the Buyback. If Eligible Shareholders bank account details are not available or if the fund transfer instruction is rejected by RBI or bank, due to any reasons, the amount payable to Eligible Shareholders will be transferred to the Stock Broker for onward transfer to the Eligible Shareholder.
- 20.25.9.** Eligible Shareholders who intend to participate in the Buyback should consult their respective Stock Broker(s) for any cost, applicable taxes, charges and expenses (including brokerage, STT and stamp duty) etc., that may be levied by the Stock Broker(s) upon the selling shareholders for tendering Equity Shares in the Buyback (secondary market transaction). The Buyback consideration received by the Eligible Shareholders, in respect of Accepted Equity Shares, could be net of such costs, applicable taxes, charges and expenses (including brokerage, STT and stamp duty) and the Company accepts no responsibility to bear or pay such additional cost, additional taxes, charges and expenses (including brokerage, STT and stamp duty) incurred solely by the Eligible Shareholders.
- 20.25.10.** The Equity Shares lying to the credit of the Special Demat Account and the Equity Shares bought back and Accepted in physical form will be extinguished in the manner and following the procedure prescribed in the Buyback Regulations.
- 20.26.** The Equity Shares tendered by Eligible Shareholders would be liable to be rejected on the following grounds:
- 20.26.1.** the Equity Shareholder is not an Eligible Shareholder of the Company as on the Record Date;
- 20.26.2.** there is a name mismatch in the dematerialized account of the Eligible Shareholder;
- 20.26.3.** there exists any restraint order of a court/any other competent authority for transfer/disposal/ sale or where loss of share certificates has been notified to the Company or where the title to the Equity Shares is under dispute or otherwise not clear or where any other restraint subsists;
- 20.26.4.** the documents mentioned in the Tender Form for Eligible Shareholders holding Equity Shares in physical form are not received by the Registrar on or before the close of business hours of Monday, March 22, 2021 (by 5 p.m. IST);
- 20.26.5.** if there is any other company share certificate enclosed with the Tender Form instead of the share certificate of the Company;
- 20.26.6.** If the transmission of Equity Shares is not completed, and the Equity Shares are not in the name of the Eligible Shareholders;

- 20.26.7.** If the Eligible Shareholders bid the Equity Shares but the Registrar does not receive the physical Equity Share certificate or other relevant documents; or
- 20.26.8.** In the event the signature in the Tender Form and Form SH-4 do not match as per the specimen signature recorded with Company or Registrar.

## **21. NOTE ON TAXATION**

### **A. INDIAN TAXATION**

**THE SUMMARY OF THE TAX CONSIDERATIONS RELATING TO THE BUYBACK OF EQUITY SHARES AS LISTED ON THE STOCK EXCHANGE SET OUT IN THIS SECTION ARE BASED ON THE CURRENT PROVISIONS OF THE TAX LAWS OF INDIA AND THE REGULATIONS THEREUNDER, THE JUDICIAL AND THE ADMINISTRATIVE INTERPRETATIONS THEREOF, WHICH ARE SUBJECT TO CHANGE OR MODIFICATION BY SUBSEQUENT LEGISLATIVE, REGULATORY, ADMINISTRATIVE OR JUDICIAL DECISIONS. ANY SUCH CHANGES COULD HAVE DIFFERENT TAX IMPLICATIONS.**

FINANCE (NO.2) ACT, 2019 HAS AMENDED THE PROVISIONS OF SECTION 115QA IN CHAPTER XII-DA OF THE INCOME TAX ACT, 1961 BY OMITTING THE WORDS “NOT BEING SHARES LISTED ON A RECOGNISED STOCK EXCHANGE”. THE EFFECT OF THIS OMISSION IS THAT THE PROVISIONS OF SECTION 115QA RELATING TO THE BUY BACK OF THE SHARES, WHICH WERE HITHERTO NOT APPLICABLE TO THE BUY BACK OF SHARES WHICH WERE LISTED ON A RECOGNISED STOCK EXCHANGE, HAVE NOW BECOME APPLICABLE EVEN TO THE BUY BACK OF SHARES LISTED ON A RECOGNISED STOCK EXCHANGE. SECTION 115QA HAS BEEN FURTHER AMENDED BY TAXATION LAWS (AMENDMENT) ACT, 2019 TO STATE THAT THE PROVISIONS OF SECTION 115QA ARE APPLICABLE IN RESPECT OF ALL THE BUY BACK OF SHARES LISTED ON A RECOGNISED STOCK EXCHANGE WHOSE PUBLIC ANNOUNCEMENT HAS BEEN MADE ON OR AFTER JULY 5, 2019.

IN VIEW OF THE PARTICULARIZED NATURE OF TAX CONSEQUENCES OF A BUYBACK TRANSACTION, ELIGIBLE SHAREHOLDERS ARE REQUIRED TO CONSULT THEIR TAX ADVISORS FOR THE APPLICABLE TAX PROVISIONS INCLUDING THE TREATMENT THAT MAY BE GIVEN BY THEIR RESPECTIVE TAX OFFICERS IN THEIR CASE, AND THE APPROPRIATE COURSE OF ACTION THAT THEY SHOULD TAKE.

THE COMPANY DOES NOT ACCEPT ANY RESPONSIBILITY FOR THE ACCURACY OR OTHERWISE OF THIS TAX SUMMARY AND THERE CAN BE NO LIABILITY ON THE COMPANY IF ANY ACTION IS TAKEN BY THE SHAREHOLDER SOLELY BASED ON THIS TAX SUMMARY.

THEREFORE, SHAREHOLDERS CANNOT RELY ON THIS ADVICE AND THE SUMMARY TAX IMPLICATIONS RELATING TO THE TREATMENT OF INCOME TAX IN THE CASE OF BUYBACK OF EQUITY SHARES LISTED ON THE STOCK EXCHANGE SET OUT BELOW SHOULD BE TREATED AS INDICATIVE AND FOR GUIDANCE PURPOSES ONLY.

#### **1. GENERAL**

The basis of charge of Indian income-tax depends upon the residential status of the taxpayer during a tax year. The Indian tax year runs from April 1 until March 31. A person who is an Indian tax resident is liable to taxation in India on his worldwide income, subject to certain tax exemptions, which are provided under the Income Tax Act, 1961 (the “Income Tax Act” or the “Act”).

A person who qualifies as a non-resident for Indian income-tax purposes is generally subject to tax in India only on such person's India-sourced income or income received by such person in India. In case of shares of a company, the source of income from shares would depend on the "situs" of such shares. As per judicial precedents, generally the "situs" of the shares is where a company is "incorporated" and where its shares can be transferred. Accordingly, since the Company is incorporated in India, the Company's shares would be "situated" in India and any gains arising to a non-resident on transfer of such shares should be taxable in India under the Income Tax Act. Further, the non-resident can avail themselves of the beneficial provisions of the Double Taxation Avoidance Agreement ("DTAA") between India and the respective jurisdiction of the shareholder subject to meeting relevant conditions and providing and maintaining necessary information and documents as prescribed under the Income Tax Act.

The summary of tax implications on the buyback of equity shares listed on the stock exchange in India is set out below. All references to equity shares in this note refer to equity shares listed on the stock exchange in India unless stated otherwise.

2. Income tax provisions in respect of buyback of equity shares listed on the recognized stock exchange (for buyback where public announcement has been made on or after July 5, 2019) considering relevant amendments under the Finance (No. 2) Act, 2019 and Taxation Laws (Amendment) Act, 2019.
  - a. Section 115QA of the Act, introduced with effect from June 1, 2013, contains provisions for taxation of a domestic company in respect of buy-back of shares. The Section provides for the levy of additional income tax at the rate of twenty per cent (as increased by surcharge and Health and Education cess, as applicable) of the distributed income on account of buyback of shares of all domestic Indian companies including listed companies, i.e., companies whose shares are listed on a recognized stock exchange. Before the enactment of Finance (No. 2) Act, 2019, this section was not applicable to shares listed on a recognized stock exchange. The Finance (No. 2) Act, 2019 has amended section 115QA with effect from July 5, 2019, extending its provisions to cover distributed income on buyback of equity shares of a company listed on a recognized stock exchange as well whose public announcement has been made on or after July 5, 2019.
  - b. The tax is chargeable on distributed income which is defined under section 115QA to mean the consideration paid by the company on buyback of shares as reduced by the amount which was received by the company for issue of such shares. Such tax on distributed income is to be discharged by the company as per the procedure laid down in section 115QA read with any applicable rules framed there under. Buyback Tax does not form part of the Buyback Size and will be appropriated out of free reserves of the company.
  - c. The tax on the distributed income by the company shall be treated as the final payment of tax in respect of the said income and no further credit therefore is allowable to the company or to any other person in respect of the amount of tax so paid.
  - d. No deduction under any other provision of the Act shall be allowed to the company or a shareholder in respect of the income which has been charged to tax on the distributed income under section 115QA.
  - e. As additional income-tax has been levied on the company under Section 115QA of the Act, the consequential income arising in the hands of shareholders has been exempted from tax under section 10(34A) of the Act. Accordingly, any income arising in the hands of shareholder (whether resident or non-resident) on account of buyback of shares shall be exempt from any additional tax in India irrespective of the characterisation of the shares, i.e. whether long term or short term or held as investment or stock-in-trade.

### 3. RATE OF SURCHARGE AND CESS

The Finance Act, 2020 provided that the applicable Surcharge and Health and Education Cess leviable on a Buyback transaction in all circumstances would be 12% and 4% respectively.

**THE ABOVE NOTE ON TAXATION SETS OUT THE PROVISIONS OF LAW IN A SUMMARY MANNER ONLY AND IS NOT A COMPLETE ANALYSIS OR LISTING OF ALL POTENTIAL TAX CONSEQUENCES OF THE DISPOSAL OF EQUITY SHARES. THIS NOTE IS NEITHER BINDING ON ANY REGULATORS NOR CAN THERE BE ANY ASSURANCE THAT THEY WILL NOT TAKE A POSITION CONTRARY TO THE COMMENTS MENTIONED HEREIN. HENCE, YOU SHOULD CONSULT WITH YOUR OWN TAX ADVISORS FOR THE TAX PROVISIONS APPLICABLE TO YOUR PARTICULAR CIRCUMSTANCES.**

The summary of the tax considerations as above is based on the current provisions of the tax laws of India, which are subject to change or modification by subsequent legislative, regulatory, administrative or judicial decisions.

**EACH PROSPECTIVE INVESTOR SHOULD CONSULT ITS OWN TAX ADVISOR WITH RESPECT TO THE U.S. FEDERAL, STATE, LOCAL AND NON-U.S. TAX CONSEQUENCES OF PARTICIPATING IN THE BUYBACK.**

## **22. DECLARATION BY THE BOARD OF DIRECTORS**

Declaration as required under clause (ix) and clause (x) of Schedule I to the Buyback Regulations:

- 22.1.** The Board of Directors confirms that there are no defaults subsisting in repayment of deposits or interest payment thereon, redemption of debentures or interest payment thereon or redemption of preference shares or payment of dividend due to any shareholder, or repayment of any term loans or interest payment thereon to any financial institutions or banking company in the last three years.
- 22.2.** The Board hereby confirms that it has made a full enquiry into the affairs and prospects of the Company and has formed the opinion:
- i. immediately following the date of the Board Meeting held on November 5, 2020 or following the date on which the results of Postal Ballot with regard to the proposed Buyback will be declared, there will be no grounds on which the Company can be found unable to pay its debts;
  - ii. as regards the Company's prospects for the year immediately following the date of the Board meeting held on November 5, 2020 as well as the year immediately following the date on which the results of Postal Ballot with regard to the proposed Buyback will be declared, approving the Buyback and having regards to the Board's intention with respect to the management of the Company's business during that year and to the amount and character of the financial resources, which will, in the Board's view, be available to the Company during that year, the Company will be able to meet its liabilities as and when they fall due and will not be rendered insolvent within a period of one year from the date of the Board meeting approving the Buyback or within a period of one year from the date on which the results of Postal Ballot with regard to the proposed Buyback will be declared, as the case may be;
  - iii. In forming its opinion aforesaid, the Board has taken into account the liabilities (including prospective and contingent liabilities) as if the Company were being wound up under the provisions of the Act and the Insolvency and Bankruptcy Code, 2016 (to the extent notified and in force).

For and on behalf of the Board of Directors of **Indian Toners & Developer Limited**

Sd/-  
Mr. Sushil Jain  
Chairman & Managing Director

Sd/-  
Mr. N.K. Maheshwari  
Chief Financial Officer

## 23. AUDITORS CERTIFICATE

The text of the report dated November 5, 2020 of M.L. Garg & Co., Chartered Accountants, Statutory Auditors of the Company, addressed to the Board is reproduced below:

To  
Indian Toners & Developers Limited,  
10.5 KM Mile Stone,  
Rampur - Bareilly Road, Rampur,  
Uttar Pradesh, 244901,

Dear Sirs,

### Re: Proposed Buy-back of Equity Shares

In connection with the proposed Buy-back of Equity Shares by Indian Toners & Developers Limited (the 'Company') as approved by the Board of Directors at its meeting held on November 5, 2020 in pursuance of the provisions of Section 68 of the Companies Act, 2013 ("the Act") and the Securities and Exchange Board of India (Buy-back of Securities) Regulations, 2018 (the "SEBI Buyback Regulations"), as amended; and based on the information and explanations given to us which were to the best of our knowledge and belief necessary for this purpose, we report that:

1. We have enquired into the state of affairs of the Company in relation to its audited financial statements for the year ended March 31, 2020 which have been audited by us and approved by the Board of Directors of the Company at their meeting held on July 11, 2020.
2. The amount of permissible capital payment (including premium) towards the proposed buy back of equity shares as computed in the table below is properly determined in our view in accordance with Section 68 (2)(c) of the Act. The amounts of share capital and free reserves have been extracted from the audited financial statements of the Company for the year ended March 31, 2020.

**Amount (Rs. in Lakhs)**

Particulars as on 31.03.2020		Standalone	Consolidated
Paid-up Capital	A	1,316.16	1,316.16
Free Reserves			
Profit & Loss Account Balance		11,885.27	11,700.96
Securities Premium			
General Reserves		5,240.74	5,240.74
Total Free Reserves	B	17,126.01	16,941.70
Total Paid up Capital & Free Reserves	A+B	18,442.17	18,257.86
Maximum Permissible for buyback under Section 68 (2) of the Companies Act, 2013 (25% of the total paid up capital and free reserves with the Shareholder Approval)		4,610.54	4,564.46
Maximum amount permitted by Board Resolution dated November		3,698.58	3,698.58



5, 2020 approving Buyback, subject to shareholder approval, based on the audited financial statements for the year ended March 31, 2020			
---	--	--	--

3. The Board of Directors of the Company, in their meeting held on July 11, 2020 have formed their opinion as specified in Part A, clause (x) of Schedule II to the Securities and Exchange Board of India (Buyback of Securities) Regulations, 2018, as amended, on reasonable grounds, that the Company, having regard to its state of affairs, will not be rendered insolvent within a period of one year from the date of passing the Board meeting resolution.
4. This report has been issued at the request of the Company solely for use of the Company in relation to filing information with the explanatory statement to the notice for special resolution and in connection with the proposed buyback of equity shares of the Company in pursuance of the provisions of Sections 68 and other applicable provisions of the Companies Act, 2013 and the SEBI Buyback Regulations, as amended and may not be suitable for any other purpose.

**For M.L. Garg & Co.**  
Chartered Accountants  
**FRN001604N**

**Place: New Delhi**  
**Date: 5/11/2020**

**Manish Garg**  
**Partner**  
**UDIN: 20096238AAAFH3773**

**Notes:**

1. Free reserves as defined in Section 2(43) of the Companies Act, 2013 read along with explanation II provided in section 68 of the Companies Act, 2013.
2. The above calculation of the paid-up equity share capital and free reserves as at 31 March 2020 for buyback of equity shares is based on the amounts appearing in the audited standalone financial statements and audited consolidated financial statements of the Company as on March 31, 2020. These audited standalone financial statements and audited consolidated financial statements of the Company as on March 31, 2020, were prepared and presented in accordance with the accounting principles generally accepted in India, including the Indian Accounting Standards ('Ind AS') specified under Section 133 of the Act.

**24. DOCUMENTS FOR INSPECTION**

The following material documents are available for inspection by shareholders of Indian Toners & Developers Limited at the Registered Office: 10.5 KM Mile Stone, Rampur - Bareilly Road, Rampur, Uttar Pradesh, 244901 from 10.00 a.m. to 5.00 p.m. on any day, except Saturdays, Sundays and public holidays, during the Tendering Period.

- i. Certificate of Incorporation of the Company.
- ii. Memorandum and Articles of Association of the Company.
- iii. Annual reports of the Company available for the last three financial years and unaudited financials for the period ended September 30, 2020.
- iv. Copy of resolution passed by the Board of Directors at their meeting held on November 5, 2020 approving the proposal of the Buyback.



- v. Certificate dated November 5, 2020, received from **M.L. Garg & Co**, the Statutory Auditors of the Company, in terms of clause (xi) of Schedule I of the Buyback Regulations.
- vi. Copy of special resolution of the Equity Shareholders approving the Buyback, passed by way of postal ballot through remote e-voting, the results of which were announced on December 31, 2020.
- vii. Copy of Public Announcement dated January 1, 2020 published in the newspapers on January 2, 2021 regarding the Buyback.
- viii. Copy of Declaration of Solvency and an affidavit verifying the same as per Form SH-9 of the SCD Rules.
- ix. Certificate from M/s. ASH & Company, Chartered Accountants, dated January 8, 2021 certifying that the Company has made firm financing arrangements for fulfilling the obligations under the Buyback, in accordance with the Regulations.
- x. Copy of Escrow Agreement dated January 21, 2021, between Indian Toners & Developers Limited, Axis Bank Limited and Corporate Professionals Capital Private Limited.
- xi. Confirmation mail by the Escrow Bank dated February 3, 2021 that the Escrow Account has been opened.
- xii. SEBI comments vide letter dated February 17, 2021 issued in terms of the Buyback Regulations.

## **25. DETAILS OF THE COMPLIANCE OFFICER**

S.C. Singhal  
 Company Secretary & Compliance Officer  
**Indian Toners & Developers Limited,**  
 10.5 KM Mile Stone,  
 Rampur - Bareilly Road,  
 Rampur, Uttar Pradesh, 244901  
 E-mail: investors@indiantoners.com  
 Ph: +011-45017000, Fax: +011-45017043

Investors may contact the Compliance Officer for any clarification or to address their grievances, if any, during office hours i.e. from 10.00 a.m. to 5.00 p.m. IST on all Working Days except Saturday, Sunday and public holidays.

## **26. DETAILS OF THE REMEDIES AVAILABLE TO THE EQUITY SHAREHOLDERS/ BENEFICIAL OWNERS**

**26.1.** In case of any grievances relating to the Buyback (e.g. non-receipt of the Buyback consideration, demat credit, etc.), the investor can approach the Compliance Officer of the Manager to the Buyback and/or Registrar to the Buyback and/or Compliance Officer of the Company for redressal.

**26.2.** If the Company makes any default in complying with the provisions of Section 68 of the Companies Act or any rules made thereunder, for the purposes of clause (f) of sub-section (2) of Section 68 of the Companies Act, the Company or any officer of the Company who is in default shall be punishable with imprisonment for a term and its limit, or with a fine and its limit or with both in terms of the Companies Act, as the case may be.

**26.3.** The address of the concerned office of the Registrar of Companies is as follows:

**Registrar of Companies, Kanpur**  
 37/17, Westcott Building,  
 The Mall,  
 Kanpur-208001  
 Phone: 0512-2310443, 2310227, 231032

## 27. DETAILS OF INVESTOR SERVICE CENTRE

In case of any query, the Equity Shareholders may contact the Registrar of the Company or the Investor Relations team of the Company, on any day except Saturday, Sunday and Public holidays between 10.00 a.m. and 5.00 p.m. at the following address:

### **Alankit Assignments Limited**

Alankit House, 4E/2, Jhandewalan Extension,  
New Delhi – 110055  
Tel: +91 11 42541234; 2354 1234  
Fax: +91 11 4154 3474; 2355 2001  
Email: [rta@alankit.com](mailto:rta@alankit.com), [info@alankit.com](mailto:info@alankit.com)  
Website: [www.alankit.com](http://www.alankit.com)  
Contact Person: Mr. Virender Sharma  
SEBI Registration No.: INR000002532  
Validity Period: Permanent  
Corporate Identity Number: U74210DL1991PLC042569

### **Company Investor Relations:**

#### **Indian Toners & Developers Limited,**

10.5 KM Mile Stone,  
Rampur - Bareilly Road,  
Rampur, Uttar Pradesh, 244901  
E-mail: [investors@indiantoners.com](mailto:investors@indiantoners.com)  
Ph: +011-45017000, Fax: +011-45017043

## 28. DETAILS OF THE MANAGER TO THE BUYBACK



### **Corporate Professionals Capital Private Limited**

D-28, South Extension Part-1, New Delhi-110049, India  
Tel: 011-40622230/ 40622200;  
Email: [mb@indiacp.com](mailto:mb@indiacp.com)  
Website: [www.corporateprofessionals.com](http://www.corporateprofessionals.com)  
Investor grievance e-mail: [mb@indiacp.com](mailto:mb@indiacp.com)  
Contact person: Ms Anjali Aggarwal,  
SEBI Registration No.: INM000011435  
CIN: U74899DL2000PTC104508

## 29. DECLARATION BY THE DIRECTORS REGARDING AUTHENTICITY OF THE INFORMATION IN THIS LETTER OF OFFER.

As per Regulation 24(i)(a) of the Buyback Regulations, the Board of Directors accept full responsibility for the information contained in this Letter of Offer. This Letter of Offer is issued under the authority of the Board and in terms of the resolution passed by the Board on November 5, 2020.

For and on behalf of the Board of Directors of Indian Toners & Developers Limited

Sd/- Sushil Jain Chairperson & Chief Executive Officer (DIN: 00323952)	Sd/- Akshat Jain Executive Director (DIN: 03328275)	Sd/- N K Maheshwari Chief Financial Officer	Sd/- S.C. Singhal Company Secretary & Compliance Officer (Membership No. A951)
---	--	---	--

Place: New Delhi  
Date: February 18, 2021

**30. OFFER FORM**

1. Tender Form for Demat Shareholders
2. Tender Form for Physical Shareholders

**ANNEXURE I - TENDER FORM FOR ELIGIBLE SHAREHOLDERS HOLDING DEMAT SHARES  
FORM OF ACCEPTANCE-CUM-ACKNOWLEDGEMENT**

Bid Number:  
Date:

BUYBACK OPENS ON:	Thursday, March 04, 2021	
BUYBACK CLOSING ON:	Thursday, March 18, 2021	
For Registrar use		
Inward No.	Date	Stamp

Status: Please tick appropriate box			
<input type="checkbox"/>	Individual	<input type="checkbox"/>	Foreign Institutional Investors/ Foreign Portfolio Investors
<input type="checkbox"/>	Foreign Company	<input type="checkbox"/>	Non-Resident Indian / OCB
<input type="checkbox"/>	Body Corporate	<input type="checkbox"/>	Bank / Financial Institution
<input type="checkbox"/>	VCF	<input type="checkbox"/>	Partnership/ LLP
<input type="checkbox"/>		<input type="checkbox"/>	Insurance Company
<input type="checkbox"/>		<input type="checkbox"/>	FVCI
<input type="checkbox"/>		<input type="checkbox"/>	Pension/ PF
<input type="checkbox"/>		<input type="checkbox"/>	Others (specify)

**India Tax Residency Status: Please tick appropriate box**

Resident in India  Non-Resident in India  Resident of \_\_\_\_\_ (Shareholder to fill the country of residence)

**Route of Investment (For NR Shareholders only)**

Portfolio Investment Scheme  Foreign Investment Scheme

To,

**The Board of Directors**

**Indian Toners & Developers Limited**

C/o. Alankit Assignments Limited

205-208, Anarkali Complex, Jhandewalan Extension, New Delhi – 110055

Tel: +91-11-4254 1234 / 2354; Fax: +91-11-2355 2001

Dear Sirs,

**Sub: Letter of Offer dated February 18, 2021 to Buyback not exceeding 23,11,610 Equity Shares of Indian Toners & Developers Limited (the "Company") at a price of Rs. 160/- (Rupees One hundred & Sixty only) per Equity Share ("Buyback Offer Price"), payable in cash ("Buyback")**

- I/We having read and understood the Letter of Offer dated February 18, 2021 hereby tender / offer my / our Equity Shares in response to the Buyback on the terms and conditions set out below and in the Letter of Offer.
- I / We authorise the Company to Buyback the Equity Shares offered (as mentioned below) and to issue instruction(s) to the Registrar to the Buyback to extinguish the Equity Share.
- I / We hereby affirm and warrant that the Equity Shares comprised in this tender / offer are offered for Buyback by me / us are free from all liens, equitable interest, charges and encumbrance.
- I / We declare and warrant that there are no restraints / injunctions or other order(s)/ covenants of any nature which limits / restricts in any manner my / our right to tender Equity Shares for Buyback and that I / We am / are legally entitled to tender/ offer the Equity Shares for the Buyback.
- I/We agree that the Company will pay the Buyback Offer Price only after due verification of the validity of the documents and that the consideration will be paid as per secondary market mechanism. The Eligible Shareholders will have to ensure that they keep the DP Account active and unblocked to receive credit in case of return of Equity Shares due to rejection or due to the Buyback being on a proportionate basis in terms of the Ratio of Buyback.
- Eligible Shareholders to whom the Buyback is made are free to tender Equity Shares to the extent of their Buyback Entitlement in whole or in part or in excess of their entitlement.
- I / We agree that the consideration for the accepted Equity Shares will be paid to the Eligible Shareholder as per the provisions of Buyback Regulations and circulars issued by SEBI.
- I/We agree that the excess demat Shares or unaccepted demat Shares, if any, tendered would be returned to the Eligible Shareholder as per the provision of Buyback Regulations and circulars issued by SEBI.
- I/We undertake to return to the Company any Buyback consideration that maybe wrong fully received by me/us.
- I / We undertake to execute any further documents and give any further assurances that may be required or expedient to give effect to my / our tender / offer and agree to abide by any decision that may be taken by the Company to effect the Buyback in accordance with the Companies Act, 2013 and rules made thereunder and the Buyback Regulations.

	In Figures	In Words
Number of Equity Shares held as on Record Date (January 15, 2021)		
Number of Equity Shares entitled for Buyback (Buyback Entitlement)		
Number of Equity Shares offered for Buyback (including Additional Shares, if any)		

**11. Details of Equity Shares held and tendered / offered for Buyback Offer:**

Note: An Eligible Shareholder may tender Equity Shares over and above his / her Buyback Entitlement. Number of Equity Shares validly tendered by any Eligible Shareholder up to the Buyback Entitlement of such Eligible Shareholder shall be accepted to the full extent. The Equity Shares tendered by any Eligible Shareholder over and above the Buyback Entitlement of such Eligible Shareholder shall be accepted in accordance with Paragraph 19.7.1.3 and 19.8.1.2 of the Letter of Offer. Equity Shares tendered by any Eligible Shareholder over and above the number of Equity Shares held by such Eligible Shareholder as on the Record Date shall not be considered for the purpose of Acceptance.

Tear along this line

**Acknowledgement Slip: Indian Toners & Developers Limited – Buyback Offer**  
(to be filled by the Eligible Shareholder) (subject to verification)

Folio No./DPID: \_\_\_\_\_

Client ID \_\_\_\_\_

Received from Shri./Smt. \_\_\_\_\_

Form of Acceptance-cum-Acknowledgement, Original TRS along with:

No. of Equity Shares offered for Buyback (In Figures) \_\_\_\_\_ (In Words) \_\_\_\_\_

Please quote Client ID No. & DP ID No. for all future correspondence

<b>STAMP OF BROKER</b>

11. Details of Account with Depository Participant(DP):

Name of the Depository (tick whichever is applicable)	<input type="checkbox"/> NSDL <input type="checkbox"/> CDSL
Name of the Depository Participant	
DP ID No.	
Client ID with the Depository Participant	

12. Equity ShareholdersDetails:

	First/Sole Holder	Joint Holder 1	Joint Holder 2	Joint Holder 3
Full Name(s) of the Shareholder(s)				
Signature(s)*				
PAN No.				
Address of the Sole/First Equity Shareholder				
Telephone No. / Email ID of the Sole/First Equity Shareholder				

\*Corporate must affix rubber stamp and sign

Applicable for all Non- resident Shareholders-

☐ I / We undertake to pay income taxes in India on any income arising on such Buyback in accordance with prevailing income tax laws in India within 7<sup>th</sup> day of the succeeding month in which the Equity Shares are bought back by the Company. I / We also undertake to indemnify the Company against any income tax liability on any income earned on such Buyback of shares by me /us.

☐ I/We, being a Non-Resident Shareholder, agree to obtain and submit all necessary approvals, if any and to the extent required from the concerned authorities including approvals from the RBI under FEMA and any other the rules and regulations, for tendering Equity Shares in the Buyback, and also undertake to comply with the reporting requirements, if applicable, and any of the rules, regulations and guide lines, in regard to remittance of funds outside India.

**INSTRUCTIONS**

This Tender Form has to be read along with the Letter of Offer and is subject to the terms and conditions mentioned in the Letter of Offer and this Tender / Offer Form

- This Buyback offer will open on **Thursday, March 04, 2021** and close on **Thursday, March 18, 2021**.
- The Equity Shares tendered in the Buyback shall be rejected if (i) the tenderer is not a Eligible Shareholder of the Company as on the Record Date; or (ii) if there is a name mismatch in the demat account of the Shareholder; or (iii) if the Eligible Shareholder has made a duplicate bid.
- Eligible Shareholder is required to transfer the Equity Shares under the Buyback Offer to Clearing Corporation, by using the settlement number through the early pay-in mechanism of depositories. This shall be validated by the Shareholder Broker at the time of order/bid entry. The details of the settlement number for the Buyback will be provided in a separate circular which shall be issued at the time of issue opening by Clearing Corporation/BSE.
- The Eligible Shareholders will have to ensure that they keep the DP Account active and unblocked to receive credit in case of return of Equity Shares due to rejection or partial acceptance. Excess demat Equity Shares or unaccepted demat Equity Shares, if any, tendered by the Eligible Shareholders would be returned to them by Clearing Corporation. If the securities transfer instruction is rejected in the depository system, due to any issue then such securities will be transferred to the Shareholder Broker's depository pool account for onward transfer to the Eligible Shareholder. In case of custodian participant orders, excess demat Shares or unaccepted demat Shares, if any, will be returned to the respective custodian participant.
- The Tender Form and TRS is not required to be submitted to the Company, Manager or the Registrar. After the receipt of the demat Equity Shares by the Clearing Corporation and a valid bid in the exchange bidding system, the Buyback shall be deemed to have been accepted for the Eligible Shareholders holding Equity Shares in demat form.
- For the procedure to be followed by Eligible Shareholders for tendering in the Buyback, please refer to "Procedure for Tender Offer and Settlement" on page 36 of the Letter of Offer.
- In case of non-receipt of the Letter of Offer, Eligible Shareholders holding Equity Shares may participate in the offer by providing their application in plain paper in writing signed by such Eligible Shareholder, stating the name of the Eligible Shareholder, address of the Equity Shareholder, number of Equity Shares held, Client ID number, DP name, DP ID number and number of Equity Shares tendered. Eligible Shareholders have to ensure that their bid is entered in the electronic platform to be made available by the BSE before the closure of the Buyback.
- In case any registered entity has merged with another entity and the merger has been approved and has come into effect but the process of getting the successor company as the registered shareholder is still incomplete, then such entity along with the Tender Form, shall file a copy of the following documents: (i) approval from the appropriate authority for such merger, (ii) the scheme of merger, and (iii) the requisite form filed with MCA intimating the merger.
- Eligible Shareholders to whom the Buyback offer is made are free to tender Equity Shares to the extent of their Buyback Entitlement in whole or in part or in excess of their Buyback Entitlement, but not exceeding their holding as on the Record Date.
- All documents sent by Eligible Shareholders will be at their own risk. Eligible Shareholders are advised to safeguard adequately their interests in this regard.
- By agreeing to participate in the Buy-back the Non-resident Shareholders give the Company the unconditional and irrevocable authority and power to make, sign, execute, deliver, acknowledge and perform all applications to file regulatory reportings, if required, including FC-TRS form, if necessary and undertake to provide assistance to the Company for such regulatory reporting, if required by the Company.
- Non-Resident Shareholders must obtain all approvals required to tender the Equity Shares held by them in this Buyback (including without limitation the approval from the RBI).
- Eligible Sellers have to fill up the EVENT number issued by the depository in the column for settlement details along with the market type as "Buyback", ISIN Quantity of shares and CM BP ID of broker and execution date in the Delivery Instruction Slips (DIS) so that Equity Shares can be tendered in the Buyback.
- For the Eligible Shareholders holding Equity Shares in demat form, the Tender Form and TRS are not required to be submitted to the Company, Manager or the Registrar. After the receipt of the demat Equity Shares by the Clearing Corporation and a valid bid in the exchange bidding system, the Buyback shall be deemed to have been accepted for the Eligible Shareholders holding Equity Shares in demat form.
- All capitalised items shall have the meaning ascribed to them in the Letter of Offer.

**Tear along thisline**

ALL FUTURE CORRESPONDENCE IN CONNECTION WITH THIS BUYBACK, IF ANY, SHOULD BE ADDRESSED TO REGISTRAR TO THE BUYBACK AT THE FOLLOWING ADDRESS QUOTING YOUR CLIENT ID AND DP ID:

**Investor Service Centre, Indian Toners & Developers Limited - Buyback offer**

**Alankit Assignments Limited**

205-208, Anarkali Complex, Jhandewalan Extension, New Delhi – 110055

**Contact Person:** Mr. Virender Sharma

**Tel:** +91-11-4254 1234 / 2354; **Fax:** +91-11-2355 2001; **E-mail:** [ra@alankit.com](mailto:ra@alankit.com); **Info:** alankit.com; **Website:** www.alankit.com

**SEBI Registration Number:** INR000002532; **Validity Period:** Permanent; **CIN:** U74210DL1991PLC042569

**ANNEXURE II - TENDER FORM FOR ELIGIBLE SHAREHOLDERS HOLDING PHYSICAL SHARES  
FORM OF ACCEPTANCE-CUM-ACKNOWLEDGEMENT**

Bid Number:  
Date:

BUYBACK OPENS ON:	Thursday, March 04, 2021	
BUYBACK CLOSSES ON:	Thursday, March 18, 2021	
<b>For Registrar use</b>		
Inward No.	Date	Stamp

Status: Please tick appropriate box					
<input type="checkbox"/>	Individual	<input type="checkbox"/>	Foreign Institutional Investors/ Foreign Portfolio Investors	<input type="checkbox"/>	Insurance Company
<input type="checkbox"/>	Foreign Company	<input type="checkbox"/>	Non-Resident Indian / OCB	<input type="checkbox"/>	FVCI
<input type="checkbox"/>	Body Corporate	<input type="checkbox"/>	Bank / Financial Institution	<input type="checkbox"/>	Pension/ PF
<input type="checkbox"/>	VCF	<input type="checkbox"/>	Partnership/ LLP	<input type="checkbox"/>	Others (specify)

**India Tax Residency Status: Please tick appropriate box**

Resident in India  Non-Resident in India  Resident of \_\_\_\_\_ (Shareholder to fill the country of residence)

**Route of Investment (For NR Shareholders only)**

Portfolio Investment Scheme  Foreign Investment Scheme

To,

**The Board of Directors**

**Indian Toners & Developers Limited**

C/o. Alankit Assignments Limited

205-208, Anarkali Complex, Jhandewalan Extension, New Delhi – 110055

Tel: +91-11-4254 1234 / 2354; Fax: +91-11-2355 2001

Dear Sirs,

**Sub: Letter of Offer dated February 18, 2021 to Buyback not exceeding 23,11,610 Equity Shares of Indian Toners & Developers Limited (the "Company") at a price of Rs. 160/- (Rupees One Hundred & Sixty only) per Equity Share ("Buyback Offer Price"), payable in cash ("Buyback")**

- I/We having read and understood the Letter of Offer dated February 18, 2021 hereby tender / offer my / our Equity Shares in response to the Buyback on the terms and conditions set out below and in the Letter of Offer.
- I/ We authorise the Company to Buyback the Equity Shares offered (as mentioned below) and to issue instruction(s) to the Registrar to the Buyback to extinguish the Equity Share.
- I/ We hereby affirm and warrant that the Equity Shares comprised in this tender / offer are offered for Buyback by me / us are free from all liens, equitable interest, charges and encumbrance.
- I/ We declare and warrant that there are no restraints / injunctions or other order(s)/ covenants of any nature which limits / restricts in any manner my / our right to tender Equity Shares for Buyback and that I / We am / are legally entitled to tender/ offer the Equity Shares for the Buyback.
- I/We agree that the Company will pay the Buyback Offer Price only after due verification of the validity of the documents and that the consideration will be paid as per secondary market mechanism.
- Eligible Shareholders to whom the Buyback is made are free to tender Equity Shares to the extent of their Buyback Entitlement in whole or in part or in excess of their entitlement
- I/ We agree that the consideration for the accepted Equity Shares will be paid to the Eligible Shareholder as per the provisions of Buyback Regulations and circulars issued by SEBI.
- I/ We agree that the Company is not obliged to accept any Equity Shares offered for Buyback where loss of share certificates has been notified to the Company.
- I/We undertake to return to the Company any Buyback consideration that maybe wrong fully received by me/us.
- I/ We undertake to execute any further documents and give any further assurances that may be required or expedient to give effect to my / our tender / offer and agree to abide by any decision that may be taken by the Company to effect the Buyback in accordance with the Companies Act, 2013 and rules made thereunder and the Buyback Regulations.
- Details of Equity Shares held and tendered / offered for Buyback Offer:

	In Figures	In Words
Number of Equity Shares held as on Record Date (January 15, 2021)		
Number of Equity Shares entitled for Buyback (Buyback Entitlement)		
Number of Equity Shares offered for Buyback (including Additional Shares, if any)		

Note: An Eligible Shareholder may tender Equity Shares over and above his / her Buyback Entitlement. Number of Equity Shares validly tendered by any Eligible Shareholder up to the Buyback Entitlement of such Eligible Shareholder shall be accepted to the full extent. The Equity Shares tendered by any Eligible Shareholder over and above the Buyback Entitlement of such Eligible Shareholder shall be accepted in accordance with Paragraph 19.7.1.3 and 19.8.1.2 of the Letter of Offer. Equity Shares tendered by any Eligible Shareholder over and above the number of Equity Shares held by such Eligible Shareholder as on the Record Date shall not be considered for the purpose of Acceptance.

Tear along this line

**Acknowledgement Slip: Indian Toners & Developers Limited – Buyback Offer**  
(to be filled by the Eligible Shareholder) (subject to verification)

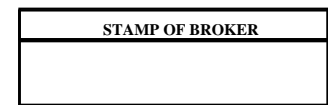
Folio No.:

Received from Shri./Smt.

Form of Acceptance-cum-Acknowledgement, Original TRS along with:

No. of Equity Shares offered for Buyback (In Figures) \_\_\_\_\_ (In Words) \_\_\_\_\_

Please quote Folio No. for all future correspondence



12. Details of Share Certificate(s) enclosed: \_\_\_\_\_ Total No. of Share Certificate Submitted: \_\_\_\_\_

Sr. No.	Folio No.	Share Certificate No.	Distinctive Nos.		No. of Shares
			From	To	
1.					
2.					
<b>Total</b>					

*In case the number of folios and Equity Share certificates enclosed exceed two, please attach a separate sheet giving details in the same format as above*

13. Details of other documents (Please ✓ as appropriate, if applicable) enclosed:

	Power of Attorney – Indian Toners & Developers Limited		Previous RBI approvals for acquiring the Equity Shares of Indian Toners & Developers Limited tendered in the Buyback
	Corporate authorizations		Death Certificate
	Succession Certificate		Self-attested copy of Permanent Account Number (PAN Card)
	TRS		Others (please specify):

14. Details of the bank account of the sole or first Shareholder to be incorporated in the consideration warrant (to be mandatorily filled):

Name of the Bank	Branch and City	IFSC and MICR Code	Account Number (indicate type of account)

15. Equity Shareholders Details:

Particulars	First/ Sole Shareholder	Joint Shareholder 1	Joint Shareholder 2	Joint Shareholder 3
Full Name(s) of the Shareholder				
Signature(s)*				
PAN No.				
Address of the First/ Sole Shareholder				
Telephone No. / Email ID				

\* Corporate must affix rubber stamp and sign under valid authority. The relevant corporate authorization should be enclosed with the application from submitted.

Applicable for all Non- resident Shareholders-

- ☐ I / We undertake to pay income taxes in India on any income arising on such Buyback in accordance with prevailing income tax laws in India within 7<sup>th</sup> day of the succeeding month in which the Equity Shares are bought back by the Company. I / We also undertake to indemnify the Company against any income tax liability on any income earned on such Buyback of shares by me / us.
- ☐ I/We, being a Non-Resident Shareholder, agree to obtain and submit all necessary approvals, if any and to the extent required from the concerned authorities including approvals from the RBI under FEMA and any other the rules and regulations, for tendering Equity Shares in the Buyback, and also undertake to comply with the reporting requirements, if applicable, and any other rules, regulations and guidelines, in regard to remittance of funds outside India.

#### INSTRUCTIONS

This Tender Form has to be read along with the Letter of Offer and is subject to the terms and conditions mentioned in the Letter of Offer and this Tender / Offer Form

- This Buyback offer will open on **Thursday, March 04, 2021 and close on Thursday, March 18, 2021.**
- Eligible Shareholders who wish to tender their Equity Shares in response to this Buyback should submit the following documents to their Shareholder Broker. The Eligible Shareholders / Shareholder Broker in turn would deliver the said documents along with the Transaction Registration Slip (TRS) to the Registrar; the documents should be sent to the Registrar only after the placement of a valid bid; non-submission of the below mentioned documents by 5:00 p.m. on **Monday, March 22, 2021** directly to the Registrar shall result in the rejection of the tendered Equity Shares: (i) the Tender Form duly signed (by all Equity Shareholders in case shares are in joint names) in the same order in which they hold the Equity Shares; (ii) original share certificates; (iii) valid share transfer form(s) (Form SH-4) duly filled and signed by the transferors (i.e. by all registered Shareholders in same order and as per the specimen signatures registered with the Company/Registrar) and duly witnessed at the appropriate place authorizing the transfer in favour of the Company; (iv) self-attested copy of the Shareholder's PAN Card; (v) any other relevant documents such as (but not limited to) (a) duly attested Power of Attorney if any person other than the Equity Shareholder has signed the relevant Tender Form; (b) notarized copy of death certificate and succession certificate or probated will, as applicable, if the original Shareholder has deceased; and (c) necessary corporate authorisations, such as board resolutions etc., in case of companies; (vi) In addition to the above, if the address of the Shareholder has undergone a change from the address registered in the Register of Members of the Company, the Shareholder would be required to submit a self-attested copy of address proof consisting of any one of the following documents: valid Aadhar Card, Voter Identity Card or Passport.
- Eligible Shareholders to whom the Buyback is made are free to tender Equity Shares to the extent of their entitlement in whole or in part or in excess of their entitlement, but not exceeding the number of Shares held by them as on Record Date.
- Eligible Shareholders should also provide all relevant documents in addition to the above documents, which include but are not limited to: (i) Duly attested power of attorney registered with the Registrar, if any person other than the Eligible Shareholder has signed the relevant Tender Form; (ii) Duly attested death certificate / succession certificate in case any Eligible Shareholder is deceased; and (iii) Necessary corporate authorisations, such as Board Resolutions etc., in case of companies.
- In case of non-receipt of the Letter of Offer, Eligible Shareholders holding Equity Shares may participate in the offer by providing their application in plain paper in writing signed by all Eligible Shareholders (in case of joint holding), stating name, address, folio number, number of Equity Shares held, Equity Share certificate number, number of Equity Shares tendered for the Buyback and the distinctive numbers thereof, enclosing the original Equity Share certificate(s), copy of Eligible Shareholder's PAN card(s) and executed share transfer form in favour of the Company. Eligible Shareholders must ensure that the Tender Form, along with the TRS and requisite documents, reach the Registrar to the Buyback latest by **Monday, March 22, 2021** by 5.00pm.
- In case any registered entity that has merged with another entity and the merger has been approved and has come into effect but the process of getting the successor company as the registered shareholder is still incomplete, then such entity along with the Tender Form should file a copy of the following documents: (i) Approval from the appropriate authority for such merger; (ii) the scheme of merger; and (iii) the requisite form filed with MCA intimating the merger.
- Eligible Shareholders to whom the Buyback offer is made are free to tender Equity Shares to the extent of their Buyback Entitlement in whole or in part or in excess of their Buyback Entitlement, but not exceeding their holding as on the Record Date.
- All documents sent by Eligible Shareholders will be at their own risk. Eligible Shareholders are advised to safeguard adequately their interests in this regard.
- All documents as mentioned above, shall be enclosed with the valid Tender Form, otherwise the Equity Shares tendered will be liable for rejection. The Equity Shares shall be liable for rejection on the following grounds amongst others: (i) If there is any other company's equity share certificate enclosed with the Tender Form instead of the Equity Share certificate of the Company; (ii) If the transmission of Equity Shares is not completed, and the Equity Shares are not in the name of the Eligible Shareholder; (iii) If the Eligible Shareholders tender Equity Shares but the Registrar does not receive the Equity Share certificate; (iv) In case the signature on the Tender Form and Form SH 4 doesn't match as per the specimen signature recorded with Company/Registrar.
- The Equity Shares tendered in the buyback shall be rejected if (i) the Shareholder is not a Eligible Shareholder of the Company on the Record Date; (ii) if there is a name mismatch in the share certificate of the Shareholder; or (iii) the documents mentioned in the Tender Form for Eligible Shareholders holding Equity Shares in physical form are not received by the Registrar on or before the close of business hours of **Monday, March 22, 2021** by 5:00p.m.
- By agreeing to participate in the Buy-back the Non-resident Shareholders give the Company the unconditional and irrevocable authority and power to make, sign, execute, deliver, acknowledge and perform all applications to file regulatory reportings, if required, including FC-TRS form, if necessary and undertake to provide assistance to the Company for such regulatory reporting, if required by the Company.
- Non-Resident Shareholders must obtain all approvals required to tender the Equity Shares held by them in this Buyback (including without limitation the approval from the RBI).

13. All capitalised items shall have the meaning ascribed to them in the Letter of Offer.

Tear along this line

ALL FUTURE CORRESPONDENCE IN CONNECTION WITH THIS BUYBACK, IF ANY, SHOULD BE ADDRESSED TO REGISTRAR TO THE BUYBACK AT THE FOLLOWING ADDRESS QUOTING YOUR FOLIO NO.:

**Investor Service Centre, Indian Toners & Developers Limited- Buyback offer**  
**Alankit Assignments Limited**

205-208, Anarkali Complex, Jhandewalan Extension, New Delhi – 110055

**Contact Person: Mr. Virender Sharma**

**Tel: +91-11-4254 1234 / 2354; Fax: +91-11-2355 2001; E-mail: [rta@alankit.com](mailto:rta@alankit.com); Info@alankit.com; Website: [www.alankit.com](http://www.alankit.com)**

**SEBI Registration Number: INR000002532; Validity Period: Permanent; CIN: U74210DL1991PLC042569**

**Form No. SH-4**

## Securities Transfer Form

[Pursuant to section 56 of the Companies Act, 2013 and sub-rule (1) of rule 11 of the Companies (Share Capital and Debentures) Rules 2014]

Date of execution.....

**FOR THE CONSIDERATION** stated below the "Transferor(s)" named do hereby transfer to the "Transferee(s)" named the securities specified below subject to the conditions on which the said securities are now held by the Transferor(s) and the Transferee(s) do hereby agree to accept and hold the said securities subject to the conditions aforesaid.

CIN: L74993UP1990PLC015721

Name of the company (in full): Indian Toners & Developers Limited

Name of the Stock Exchange where the company is listed, if any: BSE Limited

**DESCRIPTION OF SECURITIES:**

Kind/Class of securities (1)	Nominal value of each unit of security (2)	Amount called up per unit of security (3)	Amount paid up per unit of security (4)
Equity Shares	Rs.10.00	Rs.10.00	Rs.10.00

No. of Securities being Transferred		Consideration Received (Rs)	
In Figures	In Words	In words	In figures

Distinctive Number	From				
	To				
Corresponding Certificate Nos:					

**TRANSFEROR'S PARTICULARS**

Registered Folio Number	
Name(s) in full	Signature (s)
1.	
2.	
3.	

I, hereby confirm that the Transferor has signed before me.

Signature of the Witness	
Name of the Witness	
Address of Witness	



**TRANSFEEE'S PARTICULARS**

	1
<b>Name in full</b>	<b>Indian Toners &amp; Developers Limited</b>
<b>Father's/ Mother's/ Spouse Name</b>	<b>Not Applicable</b>
<b>Address,  Mobile/Ph. No. E-mail ID</b>	<b>Registered Office:</b> 10.5 KM Mile Stone, Rampur - Bareilly Road, Rampur, Uttar Pradesh, 244901 <b>Tel.:+011-45017000</b> <b>E-mail ID: <a href="mailto:investors@indiantoners.com">investors@indiantoners.com</a></b>
<b>Occupation</b>	Business
<b>Existing folio no., if any</b>	
<b>Signature</b>	

**Folio No. of Transferee:** \_\_\_\_\_

**Specimen Signature of Transferee(s)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Existing Folio No. If any**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Value of stamp affixed: Rs.** \_\_\_\_\_

**Enclosures:**

- (1) Certificate of shares or debentures or other securities
- (2) If no certificate is issued, Letter of allotment.
- (3) Copy of PAN CARD of all the Transferees (For all listed Cos).
- (4) Other, Specify.....

**Stamps:**

--	--

**For office use only**

**Checked by** \_\_\_\_\_  
**Signature tallied by** \_\_\_\_\_  
**Entered in the Register of Transfer on** \_\_\_\_\_ **vide Transfer No.** \_\_\_\_\_  
**Approval Date** \_\_\_\_\_  
**Power of attorney/Probate/Death Certificate/Letter of Administration**  
**Registered on** \_\_\_\_\_ **at No.** \_\_\_\_\_