

TGL/2024-25/SEC-050

Date: 30-08-2024

To
The Manager
Department of Corporate Services-Listing
Bombay Stock Exchange Limited
25th floor, P J Towers,
Dalal Street, Mumbai- 400001

Sub: Intimation pursuant to Regulation 39 (3) Of the SEBI (Listing obligations and Disclosure Requirements) [LODR] Regulations, 2015- Information regarding loss of share certificates and issuance of duplicate share certificate in lieu thereof.

Pursuant to Regulation 39 (3) of the Securities and exchange Board of India (Listing Obligation and Disclosure Requirements) Regulation 2015, please find below information regarding loss of share certificate as received through RTA on 29-08-2024.

| FOLIO NO. | NAME OF THE HOLDERS | SHARE CERT. NOS. | DISTINCTIVE NOS. | SHARES HELD |
|----------------------------------|---------------------|------------------|-------------------|-------------|
| 02T00103 | B.Thiagarajan | 89585-86 | 4455201 - 4455206 | 6 |
| Jt. – Mrs.T.Gnanasoundari | | | | |
| TOTAL | | | | 6 |

We are in process of issuing Duplicate share certificate to the concerned shareholder after complying with required formalities and receipt of valid documents in pursuance of SEBI Circular No. **SEBI/HO/ MIRSD/MIRSD_RTAMB/P/CIR/2022/70** dated 25.05.2022. A **Letter of Confirmation** will be sent to the shareholder through which he/she will be able to dematerialize the said shares within 120 days from the date of issue of the said Confirmation Letter.

Thanking you,

For **TRIVENI GLASS LIMITED** | **Scrip code 502281**

Tanushree Chatterjee
Digitally signed by Tanushree Chatterjee
Date: 2024.08.30 11:39:18 +05'30'

Tanushree Chatterjee
Company Secretary & Compliance Officer
Encl: As stated above

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CIN : U74140WB1994PTC062959
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Ref: CB/TGL/DUP/02T00103/24-25

Date: 29.08.2024

Mr. B Thiagarajan

Unit: Triveni Glass Limited

Issue of Duplicate Share Certificate in lieu of the original, reported lost/misplaced.
Also Deletion of Name (Folio No. 02T00103 for 6 Share)

Dear Sir,

We refer to your email of the even date with no enclosures on the captioned subject and give below your latest shareholding status which is as follows :-

| FOLIO NO. | NAME OF THE HOLDERS | SHARE CERT. NOS. | DISTINCTIVE NOS. | SHARES HELD |
|----------------------------------|----------------------|------------------|-------------------|-------------|
| 02T00103 | B.Thiagarajan | 89585-86 | 4455201 - 4455206 | 6 |
| Jt. – Mrs.T.Gnanasoundari | | | | |
| TOTAL | | | | 6 |

As per the new **Procedure** laid down by SEBI for issue of Duplicate Share Certificate (s) under its Circular No. **SEBI/HO/ MIRSD/MIRSD_RTAMB/P/CIR/2022/70** dated 25th May, 2022, which has immediate mandatory effect, we would request you to submit the documents enumerated herein below for issue of duplicate certificates in respect of the physical Certificates reported lost or misplaced given that the **current value of the Securities is Less than Rs. 5,00,000**:

[1] Investor Service Request Form ISR-4 [Copy enclosed]- in case you have already submitted the same please ignore.

[2] Affidavit from the Investor / Shareholder made on non-judicial stamp paper and executed before a Notary [Use SEBI prescribed Form A, copy enclosed].
in case you have already submitted the same please ignore.

[3] Indemnity Bond, on non-judicial stamp paper, indemnifying the Company and RTA as per format prescribed by SEBI and executed before a Notary or Gazetted Officer. [Use SEBI prescribed Form B, copy enclosed] in case you have already submitted the same please ignore.

[C] As per the SEBI Circular, in all cases the Investor shall quantify and state [presumably, in the covering letter or in an attachment to Form ISR-4] the value of the lost/misplaced/stolen securities on the basis of closing price thereof on any one of the recognized Stock Exchange on a day being one day prior to the date of submission of the application for issue of duplicate.

[D] Forms A and B should NOT be filled in by hand but should be duly typed and all pages are to be signed by the Shareholder(s) / Deponents and attested in the manner indicated in the respective Form.

KYC Compliance Necessary

Further, please note that SEBI vide its Circular reference **SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655** dated 3rd November, 2021 has laid down common and simplified norms for processing service requests by investors / claimants. The Circular

mandates furnishing upfront the following **KYC documents** by **all holders of Physical Securities/Claimants**:

1. **Self attested copy of PAN Card** for Identity Proof
2. **Self attested copy of Aadhar Card** for Address Proof
3. Nomination details in **SH-13, or ISR-3** for cancellation, copy enclosed.
4. Contact details (postal address with PIN, Mobile Number and e-mail address) as per **Form No. ISR-1**, copy enclosed.
5. Bank Account details (Bank name and branch, Bank account number, MICR Code, IFSC Code) & Specimen Signature as per **Form ISR-2**, copy **enclosed**.
6. **A Cancelled Cheque** in original, where your name should be printed on it and it should be at par with the Bank details to be provided by you in Form No. ISR-2
7. Certified copy of **Client Master List (CML)** to be obtained from your DP (Depository Participant) where you are having your Demat account as no physical share certificate will be issued to you instead a Letter of Confirmation will be issued to you upon submission of which with your DP and our subsequent verification the said shares will be credited to your demat Account directly.
8. A **Letter of Request**, duly signed by you, explaining the whole thing and with the attachments as has been called for.

It may please be noted that the **PAN** to be furnished by the Shareholder (s) / Claimant(s) **should be linked with the Aadhaar**. In case the same is/are not so linked, the Shareholder (s) / Claimant[s] has/have to ensure completing the linkage by 31st March, 2023 failing which their PAN would be deemed **non-operative or invalid** as per law.

For appointing a Nominee, the Shareholder / Claimant(s) is/are requested to furnish the enclosed **Form SH-13**, unless Nomination has already been recorded with the Company. **[Note: Deleted as post-transmission shares would not be in the physical mode and Demat Account would have a Nomination]**

In case the Shareholder / Claimant(s), do not wish to nominate any person with respect to the aforesaid physical shares, then they need to furnish the prescribed **Form ISR-3**. (Declaration Form for opting out of Nomination) [Copy enclosed]. **[Vide Note above]**

In the event of failure in submission of the aforesaid KYC details, the service request for issue of duplicate share certificate cannot be considered and the shares under the Folio number would be liable to be frozen with effect from 1st October, 2023 in line with the KYC requirements prescribed by SEBI. Further, such frozen securities shall be referred by the Registrars or the Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002, if the securities continue to remain frozen as on 31st December, 2025.

It is pertinent to mention that the SEBI vide its Circular **SEBI /HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8** dated January 25, 2022, has mandated issuance of Securities in **dematerialized form** only in case of Investor Service Requests **including issue of duplicate share certificate**.

SEBI has also laid down *Operational Guidelines* under its Circular dated 18th May, 2022. Accordingly, Listed Companies shall effect issuance of certificates after issue of duplicate, **only in the Demat form**. As per the procedure, it would be now be necessary for the Shareholder(s)/Claimant[s] to comply with the above requirements and to lodge the documents mentioned above whereupon the Company shall verify and process the service request and, thereafter, issue a **Letter of Confirmation** in lieu of the duplicate share Certificate within 30 days of receipt of the request with complete documentation. The Letter of Confirmation shall remain valid for a period of 120 days from the date of issuance.

Within the said timeline of 120 days, it would be necessary for the Shareholder / Claimant [s] to submit to his/ her/ their DP, request for dematerialization of the aforesaid Shares enclosing the Letter

of Confirmation. As such, Shareholders /Claimant(s) applying for duplicate share certificate are kindly requested to take note of the above and furnish all the aforesaid documents at the earliest.

Thanking you,
Yours faithfully

C B Management Services (P) Ltd.

A handwritten signature in black ink, appearing to be the initials 'Vh'.

Registrars

Encl: As stated above