



HEG/SECTT/2023

19<sup>th</sup> May, 2023

1	<b>BSE Limited</b> P J Towers Dalal Street MUMBAI - 400 001. <b>Scrip Code : 509631</b>	2	<b>National Stock Exchange of India Limited</b> Exchange Plaza, 5th Floor Plot No.C/1, G Block, Bandra - Kurla Complex Bandra (E), MUMBAI - 400 051. <b>Scrip Code : HEG</b>
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Dear Sir/Madam,

**Sub: Information to Concerned Shareholders with regard to registration of their email address etc. with the Registrar and Share Transfer Agent/ Depository Participants.**

Dear Sir/Madam,

Please find attached a specimen copy of intimation which is being sent to concerned shareholders on the captioned subject.

The same is also available under the Investor Section of the website of the Company i.e. [www.heg ltd.com](http://www.heg ltd.com).

Kindly take the same on record.

Thanking you,

Yours faithfully,  
For **HEG Limited**

**Vivek Chaudhary**  
**Company Secretary**  
**A-13263**  
**heg.investor@lnjbhilwara.com**  
Encl: As above

## HEG LIMITED

### Corporate Office:

Bhilwara Towers, A-12, Sector-1  
Noida - 201 301 (NCR-Delhi), India  
Tel.: +91-120-4390300 (EPABX)  
Fax: +91-120-4277841  
GSTN No.: 09AAACH6184K2Z6  
Website: www.lnjbhilwara.com

### Regd. Office:

Mandideep (Near Bhopal) Dist. Raissen - 462046  
(Madhya Pradesh), India  
Tel.: +91-7480-405500, 233524 to 233527  
Fax: +91-7480-233522  
GSTN No.: 23AAACH6184K1ZH  
Website: www.heg ltd.com

Corporate Identification No.: L23109MP1972PLC008290





# HEG LIMITED

CIN : L23109MP1972PLC008290

Corporate Office: Bhilwara Towers, A-12, Sector-1, Noida - 201 301 (U.P.)

Ph. : 0120-4390300, Fax : 0120-4277841

E-mail : [heg.investor@lnjbhilwara.com](mailto:heg.investor@lnjbhilwara.com); Website : [www.heg ltd.com](http://www.heg ltd.com)



PROUD TO BE INDIAN  
PRIVILEGED TO BE GLOBAL

Dear Shareholder,

Date: 19<sup>th</sup> May, 2023

**Re: Service of documents through electronic mode**

Pursuant to provisions of the Companies Act, 2013 ("Act") and Securities and Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015 ("Listing Regulations"), Companies are permitted to serve various notices/documents to its Shareholders through electronic mode. Further, as per proviso to Rule 18(3)(i) of the Companies (Management and Administration) Rules, 2014 read with Rule 11 of the Companies (Accounts) Rules, 2014, Companies are required to provide an advance opportunity once in a financial year, to the Shareholders to register their email address and update, in case of any changes therein.

Further, in the wake of Covid-19 outbreak in recent years and still continuing, the Ministry of Corporate Affairs (MCA) through its various Circulars issued during April and May 2020, read with General Circular No. 20/2020 dated 5<sup>th</sup> May, 2020 and latest being Circular No. 10/2022 dated 28<sup>th</sup> December, 2022 has allowed Companies whose AGMs' are due to be held in the year 2023 to conduct their AGMs' through Video Conferencing (VC) or Other Audio Visual Means on or before 30<sup>th</sup> September, 2023 in accordance with requirement provided in paragraph 3 & 4 of the General Circular No. 20/2020 dated 5<sup>th</sup> May, 2020. Further SEBI vide Circular No. SEBI/HO/CFD/PoD-2/P/CIR/2023/4 dated 5<sup>th</sup> January, 2023 has also provided the relaxation upto 30<sup>th</sup> September, 2023, from Regulation 36 (1) (b) of Listing Regulations which requires sending hard copy of Annual Report containing salient features of all the documents prescribed in Section 136 of the Act to the shareholders who have not registered their email addresses.

The Company also supports the "Green Initiative" undertaken by the Ministry of Corporate Affairs, Government of India, enabling electronic delivery of documents including the Annual Report etc. to Shareholders at their e-mail address registered with the Depository Participants and Registrar and Transfer Agent (RTA).

The Company shall accordingly send all notices and documents viz. General Meeting Notices (including AGM), Annual Report, and other communications to the Shareholders through electronic mode only, at the designated email addresses as furnished by them, in the manner prescribed under the Companies Act and the Listing Regulations and the relevant circulars issued in this regard.

Please note the aforesaid documents will also be available in due course on the Company's website i.e. [www.heg ltd.com](http://www.heg ltd.com) for your ready reference. Further, if any Shareholder wishes to get a printed copy of above documents, the Company will send the same, free of cost, upon receipt of request from the Shareholder.

We encourage our Shareholders to subscribe for e-communication by registration their email Id. **Therefore, you are requested to register your email address, mobile No. or change there in, if any, and PAN, if not updated earlier, in the following manner:**

<b>Shareholders with Physical Holding</b>	<p>Send a duly signed request letter to the RTA of the Company i.e. <b>MCS Share Transfer Agent Limited (Unit : HEG Limited), F-65, First Floor, Okhla Industrial Area, Phase-I, New Delhi-110020, Phone no. 011-41406149 – 52</b> or send scanned copy of said letter on e-mail at <a href="mailto:helpdeskdelhi@mcsregistrars.com">helpdeskdelhi@mcsregistrars.com</a> and provide the following details/documents for registering email address / Mobile No. / PAN:</p> <p>a) Folio No., b) Name of Shareholder, c) Email ID, d) Mobile No., e) Copy of PAN card (self attested), f) Copy of Aadhar (self attested) g) Copy of share certificate (front and back)</p> <p>Alternatively, Shareholders can fill the Form ISR-1 for updating their Email address / Mobile no. and send the same duly completed in all respect to the RTA of the Company.</p>
<b>Shareholders with Demat Holding</b>	<p>a) Please contact your Depository Participant (DP) and register your <b>Email address/ Mobile No./ PAN</b> in case the same are yet not updated in your demat account, as per the process advised by your DP.</p> <p>b) In case Email address / Mobile No. are updated but presently you have Opted for "email RTA download flag as "No" in your demat account, you can contact your DP for email download flag as "Yes" so that you can be able to receive the various communication sent through email by the Company OR you can ask your DP to make necessary updation in your demat account so that in future you can be able to get Annual Report / Notice / various communications from the Company in electronic mode.</p>

Further, your kind attention is drawn to the SEBI Circulars issued time to time on the norms/procedural requirements for processing service requests of investors specified by the SEBI to mandatorily update the PAN, KYC (including contact details viz. **Email address / Mobile no.**), Nomination details, Bank Account details and Specimen Signature of all Shareholders holding shares in physical form and compulsory linking of PAN with Aadhar number by all Shareholders. SEBI has also stipulated that if the Shareholders holding shares in physical mode do not submit / update the above said information / details / documents with RTA of the Company before 1<sup>st</sup> October, 2023, then such folios shall be frozen by RTA on or after 1<sup>st</sup> October, 2023 as per directive issued by the SEBI. Therefore, Shareholders who have yet not updated the above said information / KYC details are requested to download the necessary Forms from the website of the Company i.e. [www.heg ltd.com](http://www.heg ltd.com) under head **Investors > Investor Service Request > Updation of PAN, KYC, Nomination and Bank Account Details etc.** and submit the same duly completed in all respect to our RTA at the following address:

**MCS Share Transfer Agent Limited**  
(Unit: HEG Limited),  
F-65, First Floor, Okhla Industrial Area,  
Phase-I, New Delhi-110020.  
Phone no. 011-41406149 – 52  
Email ID: [helpdeskdelhi@mcsregistrars.com](mailto:helpdeskdelhi@mcsregistrars.com)

We look forward to your support.

Thanking you,

Yours faithfully,  
For **HEG Limited**  
Sd/-  
(Vivek Chaudhary)  
Company Secretary  
A-13263

Email Id: [heg.investor@lnjbhilwara.com](mailto:heg.investor@lnjbhilwara.com)

Phone: 0120-4390300 (EPABX)

*This being a system generated letter, hence no signature is required*

अन्तर्देशीय पत्र कार्ड  
INLAND LETTER CARD

TO

*if undelivered please return to :*

**HEG Limited**

**CIN : L23109MP1972PLC008290**

Corporate Office: Bhilwara Towers, A-12, Sector-1,  
Noida - 201 301 (U.P.)

Ph. : 0120-4390300, Fax : 0120-4277841

**E-mail :** [heg.investor@lnjbhilwara.com](mailto:heg.investor@lnjbhilwara.com); **Website :** [www.heg ltd.com](http://www.heg ltd.com)