

(To be printed/typed on Issuers' letterhead)

Corporate Action Information Form
(Incorporation of lock-in details)

Ref. No. : _____

Date : _____

National Securities Depository Limited
Trade World, A Wing
Kamala Mills Compound, Lower Parel
Mumbai – 400013.

We wish to execute debit and credit Corporate Actions to incorporate lock-in on shares, the details of which are given below:

1. Issuer Name _____

2. Details of debit and credit Corporate Actions to be executed by the Issuer / its R & T Agent:

Reason for incorporation of lock-in. [Explain the reasons for incorporation of lock-in on shares clearly specifying statutory guidelines / provision	
ISIN	
Security Description (e.g. Equity Shares)	
No. of Records in NSDL	
No. of Shares in NSDL (Quantity)	
Lock-in release date*	

* lock-in release date should be one day after the day till which the shares are subjected to lock-in. For example, if shares issued by a company are subject to lock-in upto January 1, 2007, then lock-in release date will be January 2, 2007.

3. New lock-in/Change in lock-in date

(tick/fill-up as applicable)

- These shares were not required to be locked-in earlier and are now required to be locked-in as per the reason mentioned above.
- These shares were earlier locked-in upto _____ (dd-mmm-yy) and the lock-in release date is now required to be changed as per the reason mentioned above.

4. Declaration

I, _____ (person name), _____ (designation) of
_____ (issuer name) state and confirm that:

- the issuer has informed the concerned shareholders about incorporation of lock-in on their shares.
- the issuer has obtained all necessary approvals to incorporate lock-in on shares.

Name :

Designation : Company Secretary / Managing Director

Signature :

Date : _____
(dd-mm-yyyy)

Notes:

1. Print/type this form on your letter head.
2. This form should be signed by the Company Secretary or Managing Director.
3. Pay corporate action fee vide demand draft / cheque payable at Mumbai. [The fee is Rs.6/- per record (subject to minimum of Rs. 500/-) plus service tax including education cess at 10.2% (e.g. minimum fee including service tax is Rs.551/-)
4. Please verify the balances held by the client in the concerned ISIN in the recently downloaded periodic beneficial owners position (benpos) before you proceed. In case there are no free balances in the accounts of the client(s), you will have to take up this issue with the concerned client(s) directly.
5. After submitting the Corporate Action Information Form and payment of fees, you may advise your R&T Agent/Registry Division to execute the debit corporate action under intimation to NSDL.
6. After debits have been effected successfully, you may advise your R&T Agent/Registry Division to execute the credit corporate action under intimation to NSDL.