



## HEG LIMITED

CIN L23109MP1972PLC008290

**Registered Office:** Mandideep (Near Bhopal), Distt. Raisen - 462 046, (M.P.),  
Phone: 07480-233524, 233525, Fax: 07480-233522

**Corporate Office:** Bhilwara Towers, A-12, Sector - 1, Noida - 201 301 (U.P.),  
Phone: 0120- 4390300 (EPABX), Fax: 0120-4277841

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



Folio No./DP ID-CLID :

Name :

Address :

Dear Member,

Date : 26/12/2020

**Subject: Service of Documents through Electronic mode**  
**Re: Registration / Updation of Email ID, Bank Account Details etc.**

Trust you are staying safe!

Please note that in furtherance of Go-Green initiative of the Government and in the interest of members of the Company, the Company requests to register your email addresses and bank account particulars to enable the Members and other persons entitled so to receive the shareholders communications, if any in electronic form and dividend if any declared by the Company from time to time to directly credit to the respective bank account.

Registering e-mail address will help in better communication between Company and you as an valuable stakeholder and most importantly save environment by reducing use of paper. Also, all communications sent via electronic mode are fast and much more reliable way of sending documents in the right hands. Accordingly, we urge the Members for registration and / or updation of their email id and their bank account details.

The Company shall, accordingly, send all notices and documents like General Meeting Notices (including AGM), Financial Statements, Directors' Report, Auditors' Report, Postal Ballot Papers and other communications to the Members through electronic mode, at the registered email addresses as furnished by you.

Please also note that the Members who have not provided their email address will not be able to get the shareholders communications, if any in electronic form. However the same will be available on the website of the Company, BSE Limited and National Stock Exchange of India Limited.

Members are requested to provide their email addresses and bank account details for registration to MCS Share Transfer Agent Limited, Registrar and Transfer Agent (RTA) of the Company or Depository Participant (DP). The process of registering the same is mentioned below:

P.T.O.



<b>In case, 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</b> or email at <b>helpdeskdelhi@mcsregistrars.com</b> and provide the following details/documents for registering email address:</p> <p>a) Folio No.,  b) Name of shareholder,  c) Email ID,  d) Copy of PAN card (self attested),  e) Copy of Aadhar (self attested)</p> <p>Following additional details / documents need to be provided in case of updating Bank Account Detail:</p> <p>a) Name and Branch of the Bank in which you wish to receive the dividend,  b) the Bank Account type,  c) Bank Account Number,  d) MICR Code Number, and  e) IFSC Code  f) Copy of the cancelled cheque bearing the name of the first shareholder</p>
<b>In case, Demat Holding</b>	<p>Please contact your Depository Participant (DP) and register your email address and bank account details in your demat account, as per the process advised by your DP.</p>

**For the attention of Physical shareholders:**

In terms of the SEBI Listing Regulations, shares of the Company can only be transferred in dematerialized form with effect from 1<sup>st</sup> April, 2019. Holding of shares in demat form will improve ease, convenience, safety of transactions and will curb fraud and manipulation of risk in physical shares.

Accordingly, the member is hereby requested to convert their shares from physical to Demat form at the earliest by opening a demat account at the earliest and submit request for dematerialization of their shares in order to protect the liquidity of the shares.

For further information/clarification on the above matter, Members can write to the Company/RTA of the Company at the above mentioned address/e-mail.

*The above communication is being issued in compliance of Rule 18 of the Companies (Management and Administration) Rules, 2014, as amended from time to time and SEBI Regulations.*

We look forward to your support.

Thanking you.

Yours faithfully,  
For HEG Limited

Sd/-  
Vivek Chaudhary  
Company Secretary  
ACS 13263