

**FOR KIND ATTENTION OF SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM TO SUBMIT THEIR REQUEST FOR ISSUE OF DUPLICATE CERTIFICATE AND OTHER SERVICE REQUESTS TO THE REGISTRAR AND SHARE TRANSFER AGENT ('RTA') OF HEG LIMITED ('THE COMPANY').**

Dear Shareholder(s),

**Re: Issuance of Securities in dematerialized form in case of Investor Service Requests**

Your attention is drawn to recent SEBI Circular no. [SEBI/HO/MIRSD/MIRSD\\_RTAMB/P/CIR/2022/8 January 25, 2022](#) on the captioned subject, wherein it has been decided by the SEBI vide Gazette Notification no. SEBI/LAD-NRO/GN/2022/66 dated January 24, 2022 that listed companies shall henceforth issue the securities in dematerialized form only while processing the following service request.

- i. **Issue of duplicate securities certificate;**
- ii. **Claim from Unclaimed Suspense Account;**
- iii. **Renewal / Exchange of securities certificate;**
- iv. **Endorsement;**
- v. **Sub-division / Splitting of securities certificate;**
- vi. **Consolidation of securities certificates/folios;**
- vii. **Transmission;**
- viii. **Transposition.**

Accordingly, the shareholder holder/claimant shall send Investor Service Request duly filled up in **Form ISR-4** along with the documents / details specified therein, at the following address of Company's RTA:

**MCS Share Transfer Agent Limited**

**(Unit: HEG Limited)**

**F-65, First Floor, Okhla Industrial Area, Phase – 1, New Delhi - 110020**

Phone No(s): 011-41406149 to 41406152, Fax No.: 011-41709882

Email: [helpdeskdelhi@mcsregistrars.com](mailto:helpdeskdelhi@mcsregistrars.com)

Click for download [Form ISR-4](#)