

REQUEST FORM - II

Request Form

- A. For Change in records of the Company in respect of persons who held benefits in 8% Non-Convertible Debentures of Nayara Energy Limited (EBN holders) which matured in December 2025; and**
- B. For Payment of Unencashed dues**

To,
KFin Technologies Limited
Unit: Nayara Energy Limited
Selenium Building, Tower-B, Plot No 31 & 32,
Financial District, Nanakramguda, Serilingampally,
Hyderabad, Rangareddy, Telangana, India - 500 032

Sir/s,

I / We, were holder(s) of entitlement in benefits of NCDs (EBNs) in the 8% Non-Convertible Debentures of ₹350 each (now redeemed) ("NCDs") of Nayara Energy Limited which were issued pursuant to the amalgamation of Vadinar Oil Terminal Limited ("VOTL") with the Company in December 2020. Our holding details are as follows:

	First holder	Second holder	Third holder
Name			
PAN			
Address of first holder			
Details of Redeemed NCDs / Shares held in VOTL prior to its merger with Nayara Energy Limited	No of Redeemed NCDs / VOTL shares		
	NCD EBN no. / VOTL Folio no.		
	Certificate number in VOTL		
Mobile No. of first holder			
Email ID of first holder			

We request Nayara Energy Ltd. to make the following change in our record and pay the outstanding dues in respect of the aforesaid NCDs.

Details of the Requests (Please tick whichever is applicable)

A.

I / we hereby request the Company to update its record w.r.t. deletion of name on account of death of first beneficial owner (in case of joint ownership):

Please delete the name of Mr / Mrs. _____ from the records of the Company since s/he expired on _____. The following documents are enclosed:

Sr.	List of documents to be submitted	Tick the documents you have enclosed
1.	Attested Copy of death certificate of joint beneficial owner/s.	
2.	Original share certificate/s issued by VOTL	
3.	In case of loss of VOTL share certificate, please submit: a) Affidavit cum Indemnity bond for loss of certificate (Refer Form-B). b) A copy of FIR or NCR (Non cognisable compliant) lodged with local police station, if number of shares are more than 2,850. For documents to be submitted in case of loss of share certificate, please refer Clause 11 of the instructions appearing at the end.	
4.	KYC Updation form with necessary annexures listed therein for surviving joint holders. (Refer Form-A)	
5.	Signature Verification form duly attested by bank manager.	
6.	Self-attested original cancelled cheque.	

B.

I / we hereby request the Company to register the name of new holders in its records on account of death of sole or all beneficial owners:

Please update the records of the Company in respect of redeemed Non-Convertible Debentures of the Company by recording death of sole or joint beneficial owners and transmitting the beneficial interest in my / our favour being the Nominee / Legal Heir(s) / Successors / Executors of the Will OR Administrators of the Estate of the deceased (strike out whatever is not applicable).

The following are particulars of the applicant:

Name	PAN Number	Address

Following documents are enclosed (**Tick the documents you have enclosed from documents listed below**):

Sr	List of documents	Tick here
1	Attested Copy of death certificate of beneficial owner/s attested by Notary public or by a Gazetted officer or copy of the death certificate attested by the nominee / claimant, subject to verification with original by the RTA.	
2	Original share certificate/s issued by VOTL	
3	In case of loss of VOTL share certificate, please submit: a) Affidavit cum Indemnity bond for loss of certificate (Refer Form-B). b) A copy of FIR or NCR (Non cognisable compliant) lodged with local police station, if number of shares are more than 2,850. Refer instructions of documents to be submitted in case of loss of share certificate.	
4	KYC Updation form of claimant / legal heirs / Claimant Guardian (in case of nominee /claimant being a minor / of unsound mind) along with necessary annexures listed therein. (Refer Form-A)	
5	Signature verification form duly attested by the bank manager along with the self-attested original cancelled cheque leaf.	
6	Notarized copy of any of following documents (stated at Sr. No. (a) to (f)) attested by the legal heir(s)/claimant(s) subject to verification with the original or duly attested by a Notary Public or by a Gazetted officer: a) Succession Certificate; or b) Probate of Will; or c) Court Decree; or d) Will along with notarized indemnity bond (Refer Form C) from the legal heir(s)/claimant(s); or e) Letters of Administration; or Legal Heirship Certificate along with a (i) notarized indemnity bond from the legal heir(s)/claimant(s) (Refer Form C) and (ii) No-objection from all the non-claimants (Refer Form E) (remaining legal heir(s) relinquishing their rights).	
7	If documents stated at point no. 6 are not available and the shares being transmitted are less than 1450 , submit: <ul style="list-style-type: none"> • No Objection Certificate from non-claimants (Refer Form E) or copy of family settlement deed executed by all the legal heirs, duly attested by a Notary Public or by a Gazetted Officer. Notarized Indemnity Bond (Refer Form C) on non-judicial stamp paper of appropriate value.	
8	Duly Notarised Affidavit (Refer FORM D) from either of the following: <ul style="list-style-type: none"> • Such legal heir/s or claimants, in case the legal heir(s)/claimant(s) are named in the Succession Certificate or Probate of Will or Will or Letter of Administration or Legal Heirship Certificate (or its equivalent certificate) • All legal heir(s) or claimants, in case the legal heir(s)/claimant(s) are not named in the Succession Certificate or Probate of Will or 	

	Will or Letter of Administration or Legal Heirship Certificate (or its equivalent certificate)	
9	Copy of Birth Certificate (in case the nominee / claimant / legal heir is a minor)	
10	Self-attested copy of PAN card of the legal heir(s) / claimant(s) / nominee along with address proof.	

Nominees are not required to submit documents listed at point no. 6, 7 and 8.

C.



I / we hereby request the Company to register change in name in its records:

Please update the records of the Company in respect of redeemed Non-Convertible Debentures of the Company by recording the change of name of the beneficial owners as under:

	Old Name	New Name	PAN Number
1 st Holder			
2 nd Holder			
3 rd Holder			

Following documents are enclosed **(Tick the documents you have enclosed from documents listed below):**

Sr.	List of documents	Tick here
1	Original share certificate/s issued by VOTL	
2	In case of loss of VOTL share certificate, please submit: c) Affidavit cum Indemnity bond for loss of certificate (Refer Form-B). d) A copy of FIR or NCR (Non cognisable compliant) lodged with local police station, if number of shares are more than 2,850. Refer instructions of documents to be submitted in case of loss of share certificate.	
3	In case of change of name due to marriage, please attach a notarised copy of the marriage certificate / Notarized copy of Divorce Decree/ Self attested Copy of valid passport showing husband's name / Notarized copy of official gazette publishing the name change.	
4	In case of change of name on account of other reasons, submit: a) Notarized copy of official gazette publishing the name change and Any document evidencing the old name i.e. Aadhaar, Valid Passport, Driving License, PAN card with photograph, Identity Card / document with applicant's photo issued by any Central / State Government and its departments, statutory / regulatory authorities, public sector undertakings, scheduled commercial banks, public financial institutions duly attested by their employer with date and organization stamp	
5	In case of major change in name then notarised copy of Gazette for name change is mandatory.	

	6	KYC Updation form along with necessary annexures listed therein. (Refer Form-A)	
	7	Signature verification form duly attested by the bank manager along with the self-attested original cancelled cheque leaf.	

I / we undertake to indemnify Nayara Energy Limited in case of loss upon the Company taking action based on our request as above, I/We the undersigned applicant(s) hereunder for myself/ourselves, my/our heirs, executors, administrators and assigns do hereby jointly and severally covenant with the Company, its successors and assigns and agree and undertake at all times save, defend and to indemnify and keep indemnified the Company, its successors and assigns its estate and effects, and its directors, manager, secretary and shareholders and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said shares or dividends or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner howsoever.

	Security Holder 1	Security Holder 2	Security Holder 3	<i>Claimant Name (Mandatory in case of transmission)</i>
<i>Signature*</i>				
<i>Name*</i>				
<i>Full Address*</i>				
<i>PAN*</i>				
<i>E-mail ID*</i>				
<i>Mobile No. *</i>				
<i>Relationship of Claimant with shareholder</i>				
NCD EBN no / VOTL Folio No. *			VOTL Certificate No. *	
No. of Shares held in VOTL*				

* -Mandatory fields

#- Additional Mandatory fields in case of transmission.

[Please submit all attachments with the form.]

Instructions for filing up the forms in addition to providing documents as set out against respective requests

Sl no.	Instructions															
1	Please fill up the details as per the documents you are annexing.															
2	Kindly fill all the fields. In case of joint ownership, the form has to be signed by all the joint holders.															
3	If the applicant is/are illiterate, his/her/their thumb impression must be attested by a Magistrate or Notary Public under the seal of his office.															
4	The Applicants should fill this form in the order in which their names should appear in the original share certificate of VOTL / NCD Beneficiary entitlement letter.															
5	Proof of identification and Signature attestation has to be provided for each applicant separately.															
6	Applicant is required to provide PAN card as an identification proof and copy of latest Electricity Bill or Telephone Bill or Gas Bills (not more than 3 months old), or AADHAR / Passport, duly attested by Gazetted Officer or Notary Public as proof of address															
7	Kindly provide a letter from the Bank Manager where you have an account, identifying you and verifying your signature along with your account details															
8	Kindly note furnishing mere photo copies of the documents mentioned above will not be accepted. Physical copies of all documents shall be sent at following address of the RTA: KFin Technologies Limited Unit: Nayara Energy Limited Selenium Building, Tower-B, Plot No 31 & 32, Financial District, Nanakramguda, Serilingampally, Hyderabad, Rangareddy, Telangana, India - 500 032															
9	Please annex all the documents as required along with application to avoid delay in transmission process.															
10	The form can be downloaded from the website of Nayara Energy Limited at www.nayaraenergy.com and submitted to KFin Technologies Limited along with all attachments.															
11	<p>Documents to be submitted in case of loss of share certificate:</p> <table border="1"> <thead> <tr> <th>No of NCDs</th> <th>Affidavit cum Indemnity Bond</th> <th>FIR or NCR (Non cognisable compliant)</th> </tr> </thead> <tbody> <tr> <td>Up to 30</td> <td>Yes (on a Plain paper)</td> <td>No</td> </tr> <tr> <td>31 - 1450</td> <td>Yes* (notarisation not needed)**</td> <td>No</td> </tr> <tr> <td>1451-2849</td> <td>Yes* (notarised)</td> <td>No</td> </tr> <tr> <td>2850 above</td> <td>Yes* (notarised)</td> <td>Yes***</td> </tr> </tbody> </table> <p>* Affidavit cum Indemnity Bond required on a non-judicial stamp paper of appropriate value as prescribed by the Stamp Act of the state where the claimant resides. The</p>	No of NCDs	Affidavit cum Indemnity Bond	FIR or NCR (Non cognisable compliant)	Up to 30	Yes (on a Plain paper)	No	31 - 1450	Yes* (notarisation not needed)**	No	1451-2849	Yes* (notarised)	No	2850 above	Yes* (notarised)	Yes***
No of NCDs	Affidavit cum Indemnity Bond	FIR or NCR (Non cognisable compliant)														
Up to 30	Yes (on a Plain paper)	No														
31 - 1450	Yes* (notarisation not needed)**	No														
1451-2849	Yes* (notarised)	No														
2850 above	Yes* (notarised)	Yes***														

value of the non - judicial stamp paper shall be reckoned as higher of the amount as prescribed for an affidavit and an indemnity individually.

** Signature on Affidavit should match with either the Company records or Verification of signature by bank, whichever is applicable.

*** In case of loss / misplacement of the Share Certificate (where shares are more than 2850), lodge an FIR with the local police station ensuring the following:

- a. It should contain the complete details of lost certificate i.e. Name of the Company, Folio no., No. of shares, Share certificate no(s). and Distinctive nos.;
- b. It should also state the reason for delay in lodging the FIR or NCR (Non cognisable compliant), if applicable;
- c. In case the same is in regional language, then a true copy of its translation in English language; &
- d. It should be duly attested by Notary Public.

Copy of this FIR shall be submitted along with the application.