

FORMAT OF APPLICATION FOR TRANSMISSION / TRANSPOSITION / NAME CHANGE OF TRUST DEBENTURES

To
M/s Link Intime India Private Limited
Unit : Nayara Energy Limited
247 Park, C-101 L.B.S. Marg
Vikhroli (West),
Mumbai 400083.

Sir/s,

Subject: Application transmission / transposition of benefits in the Debentures held by Nayara Energy NCD Beneficial Owners Trust

I / we was/were sole / joint shareholder(s) of Vadinar Oil Terminal Limited (“**VOTL**”) prior to its amalgamation with Nayara Energy Limited holding shares in physical form as per details set out below. I / We am/ are beneficial owners of the benefits in Non-Convertible Debentures of Rs. 350 each issued by Nayara Energy Limited on amalgamation of VOTL with Nayara Energy pursuant to Scheme of Amalgamation approved vide order dated November 13, 2020 by the National Company Law Tribunal at Ahmedabad.

	First holder	Second holder	Third holder
Name			
PAN			
Address of 1 st holder			
Shares held in VOTL prior to its merger with Nayara Energy Limited	No of shares		
	Folio no.		
	Certificate number		
Mobile no. of 1 st holder			
Email ID of 1 st holder			

I / We request the Nayara Energy NCD Beneficial Owners Trust to make the following change in our record/s

a.	Deletion of name recording death of beneficial owner
<input type="checkbox"/>	Please delete the name of Mr / Mrs. _____ from the register of Beneficial Owners since s/he expired on _____. The following documents are enclosed 1. Attested Copy of death certificate. 2. Original share certificate/s issued by VOTL 3. Banker verification form duly attested by the bank manager along with the original cancelled cheque leaf. The attestation should contain the employee code of the person attesting the signature as well as the bank seal
b.	Transmission of beneficial interest on account of death of sole or all beneficial owners
<input type="checkbox"/>	Please transmit the beneficial interest in my / our favour and make necessary entries in the Register of Beneficial owners. I/We am/are the (Nominee / Legal heir(s) / Successors /

Executor(s) of the Will OR Administrators of the Estate of the deceased. The following are particular of Applicant(s) :

Name	PAN number	Address

*The Hon'ble Court _____ has granted me/us Probate of the Will / Letters of Administration / Succession Certificate on the (date of the order).

OR

In the absence of probate of the will / letters of administration / succession certificate, I/we are furnishing indemnity bond and affidavit thereof for transmission.

Note :- * is not applicable to nominee

Following documents are enclosed:

1. Attested Copy of death certificate of the beneficial owner
2. Original share certificate issued by VOTL (both front and back pages)
3. self-certified copy of Aadhar card and PAN Card of each person to whom the beneficial interest is transmitted.
4. Duly attested/Notarised photocopy of Court certified copy of the Probate of the Will /Succession Certificate
5. In alternative to (4) above, Indemnity Bond / Surety form duly attested and affirmed by Notary on Non-Judicial Stamp Paper and Affidavit on NJS and duly attested and affirmed by Notary
6. No Objection Certificate from each legal heirs (Those who do not want to claim the beneficial interest)
7. Banker verification form duly attested by the bank manager along with the original cancelled cheque leaf. The attestation should contain the employee code of the person attesting the signature as well as the bank seal

c. Transposition of name

Kindly transpose the names of the beneficial owners in the Register of Beneficial Owners in the following order

	Name	PAN number
1 st holder		
2 nd holder		
3 rd holder		

Please note that no beneficial owner can be added or deleted

1. Original share certificate issued by VOTL (both front and back pages)
2. self-certified copy of Aadhar card and PAN Card of each person to whom the beneficial interest is transposed.

d. Record change of name of beneficial owner

Kindly record change of name of the beneficial owners in the Register of Beneficial Owners as under

	Old name	New Name	PAN number
1 st holder			
2 nd holder			

	3 rd holder		
<ol style="list-style-type: none"> 1. Original share certificate issued by VOTL (both front and back pages) 2. self-certified copy of Aadhar card and PAN Card of each person to whom the beneficial interest is transmitted. 3. In case of change of name due to marriage, please attach a notarised copy of the marriage certificate. 4. In case of major change in name then notarised copy of Gazette for name change is mandatory. 5. Also, if there is change in signature with the name change, then we request you to kindly furnish a banker verification form duly attested by the bank manager, where shareholder has an account, identifying the shareholder and signature along with original cancelled cheque leaf of the same bank. 			

I / we undertake to indemnify the Nayara Energy NCD Beneficial Owners Trust and Nayara Energy Limited in case of loss upon the Company and / or Nayara Energy Beneficial Owners Trust 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.

	First holder	Second holder	Third holder
Name			
Signature			

Please see instructions overleaf

Name and address of witness

Sl no.	Name and address of witness	Signature of witness
1		
2		

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 / 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 S.E.O 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 |
| 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 Link Intime India Private Limited along with all attachments |