

ATTENTION TO THE FD HOLDERS HOLDING EQUITY SHARES IN DEMAT FORM

This is in continuation to the company's communications dated 13.08.2019 and 27.07.2020 sent through courier and registered post/ speed post, e-mail, *respectively*, for the surrender & cancellation of **EQUITY SHARES(s) (HELD IN DEMAT FORM)**, issued in lieu of fixed deposit ('FD') dues, and refund of FD dues along-with interest. Wherein, it was advised to all the eligible FD holders to refer the information placed on website of the company *i.e.*, www.morepen.com under the tab 'FD holders' and strictly follow the instructions given thereunder for completion of said process.

We would reiterate that please send following documents/ information, to verify your eligibility for aforesaid process, to the company at the following address *i.e.*, Sh. B. K. Bhardwaj, M/s. Morepen Laboratories Limited, 812-814, 8th Floor, Antriksh Bhawan, 22, K.G. Marg, New Delhi – 110001.

1. Duly filled and signed application in prescribed format (given in next pages).
2. Copy of demat account statement verifying equity shares hadn't traded/ transferred since originally allotted.
3. Self-attested copy of PAN card.
4. Self-attested copy of address proof (*i.e.*, valid Aadhar Card, Voter Identity Card or Passport)
5. An original cancelled cheque with the name of shareholder printed on it (If name of shareholder is not printed on cheque leaf, photocopy of passbook or bank statement duly attested by the banker along with cancelled cheque shall be required).
6. Any other relevant documents such as power of attorney, corporate authorization (including board resolution/ specimen signature), notarized copy of death certificate and succession certificate or probated will, if the original shareholder has deceased, etc., as applicable.
7. In case shares held jointly, self-attested KYC documents as prescribed in Sr. no. 3 & 4 of all the joint holders.
8. A duly filled Depository Instruction Slip*.

*Post verification of application submitted in prescribed format and annexures as stated aforesaid in point no. 1 to 7. The company will inform necessary details of its special demat account opened for credit of equity shares (*i.e.*, surrender for cancellation), for filling up and submission of delivery instruction slip with your respective depository participant.

Subsequently, please send us the duly acknowledged delivery instruction slip by your depository participant for further action. Please note that the company will refund your FD dues after credit of your equity shares into aforesaid special demat account of the company.

It may please be noted that the company will not process to those application who have not accompanied with prescribed documents/ information, or submitted but at any time found such documents/ information are false/ misrepresented, fabricated etc. or no acknowledgement has been submitted with the company after processing of delivery instruction slip by your depository participant.

Date: _____

To,
The Officer
Fixed Deposit Cell
Morepen Laboratories Limited,
812-814, 8th Floor,
22 K.G. Marg, New Delhi – 110001

Subject: Surrender of Equity Shares allotted pursuant to Scheme of Compromise and Arrangement and claim refund in lieu thereof.

Dear Sir,

Pursuant to company's communication regarding captioned subject, I/ We, _____, S/o./D/o. _____ R/o. _____ was/were a fixed deposit holders bearing fixed deposit receipt nos. _____ and had been allotted _____ Equity Shares on 12th August, 2009, pursuant to the Scheme of Compromise and Arrangement.

I/We hereby confirm that I/ We have not traded/ transferred equity shares since originally allotted to me/us and shares held by me/us in dematerialised form.

I/We submit following information for cancellation of equity shares allotted to me/us and get refund of aforesaid fixed deposit due together with interest accrued thereon as per order of Hon'ble Company Law Board.

S. no.	Details of FD holders/ shareholders	
1.	Name of shareholder/FD holder	
2.	Fixed Deposit Receipt (FDR) No.	
3.	FD Amount	
4.	No. of shares allotted as on 12.08.2009	
5.	No. of share held at present	
6.	DP ID.	
7.	Client ID.	
8.	PAN	
9.	Address at the time of allotment	
10.	Present address	
11.	Bank account no.	
	Bank name	

	Branch address & Branch code	
	IFSC code	
12.	Mobile No.	
13.	Email ID	

I/We forgo my/our right as member/ FD holders upon the payment by company of aforesaid FD dues.

I/We hereby undertake that all the information /annexures with this letter are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me/us are found to be incorrect or suppressed, our application for surrender of shares and claiming of refund will be rejected at any stage during or after scrutiny process.

Further, I/We understand that this process of cancellation of equity shares is in accordance to the compliance of order of Hon'ble National Company Law Tribunal dated 12.03.2018.

Thank you.

(-----) (-----) (-----)
(First/ Sole holder) (Second joint holder) (Third joint holder)

Enclosures:

1. A duly filled Depository Instruction Slip*.
2. Copy of demat account statement verifying equity shares hadn't traded/ transferred since originally allotted.
3. Self-attested copy of PAN card.
4. Self-attested copy of address proof (*i.e.*, valid Aadhar Card, Voter Identity Card or Passport).
5. An original cancelled cheque with the name of shareholder printed on it (If name of shareholder is not printed on cheque leaf, photocopy of passbook or bank statement duly attested by the banker along with cancelled cheque shall be required).
6. Any other relevant documents such as power of attorney, corporate authorization (including board resolution/ specimen signature), notarized copy of death certificate and succession certificate or probated will, if the original shareholder has deceased, etc., as applicable.
7. In case shares held jointly, self-attested KYC documents as prescribed in Sr. no. 3 & 4 of all the joint holders.

*Post verification of information submitted in aforesaid prescribed format and annexures stated aforesaid in point no. 2 to 7, *as applicable*. The company will inform necessary details of its special demat account opened for credit of equity shares surrendered for cancellation, for filling up and submission of delivery instruction slip with your respective depository participant.

Subsequently, please send us the duly acknowledged delivery instruction slip by your depository participant for our further action. The company will refund your FD dues along-with interest thereon after credit of your equity shares into aforesaid special demat account of the company.