1. I want to transfer shares held by me in physical form. What is the procedure for the same?

Please note that the shares of OnMobile Global Limited are subject to trading in compulsory demat form. Hence, if you are holding shares in physical form and wish to sell the shares to a third party through a Stock Exchange, please get the shares dematerialized and credited in your demat account. You can then approach your broker for sale of shares held by you in dematerialized form, along with the authorization for debit of your demat account with the number of shares you want to sell. The format for authorizing the debit of your demat account will be supplied by you by the DP at the time of opening of your demat account. However, in case you are holding shares in physical form and wish to transfer the shares out of market, please execute a transfer deed and send the same along with the share certificate to the registered office of the Company or our Registrars.

Please note the following points before sending the application for transfer of shares:

- The Transfer Deed must have the date of presentation to the specified authority. The Deed should be lodged with the Company/Registrars, within 12 months from the date of presentation or before the date of next book closure, whichever is later. In case the validity of Transfer Deed has expired, please approach the office of the Registrar of Companies for revalidation of transfer deed.

- The transfer deed must be complete and accurate in all respects. All the information asked for must be accurately filled in. In case any information is not applicable, please clearly mention ‘Not Applicable’ in the space provided. Please note that incomplete transfer deeds will not be processed, unless all information is provided.

- The transfer deed must be duly signed by the transferor/s and the transferee and duly witnessed. Please note that the signature of the transferor/s must match with those recorded with the Company. In case of any change in the signature, the new signature must be attested by your bank manager.

- In case the transferor is a Company, the signature of the authorized signatory must match with the specimen signature lodged with the Company. In case there is any change in the signature of the authorized signatory already lodged with the Company, the new signature must be attested by your bank manager. In case the authorized signatory is a person different from the person whose name is registered as such with the Company, a certified copy of the resolution of the Board of Directors of the Company, authorizing the new person to sign the transfer documents on behalf of the Company, must accompany the share transfer form, with the signature duly attested by your banker.

- In case the transferee is a Company, the signature of person signing the transfer deed on behalf of the Company must be supported by a certified copy of the resolution of the Board of Directors, authorizing the person to sign the transfer form, with the signature duly attested by your banker.

The share transfer deed should be adequately stamped. The Stamp Duty for transfer of shares is 25 paise for every Rs. 100 of the market value of your shares.
2. The shareholders who were holding shares in your Company have expired. I want to get the shares transmitted in my name. What is the procedure for the same?

In such a case there are different circumstances, which may arise depending on the type of holding of the deceased shareholders in the Company. These circumstances, and steps to be taken in all such cases are explained below:

- In case the shares are held jointly, and one of the joint holders has expired, the shares will be transferred in the name of the surviving joint holders, on submission of a request letter duly signed by the surviving joint holders, along with an attested copy of the death certificate of the deceased joint holder. The original share certificate must accompany this letter and death certificate. Suitable changes will be made on the share certificate and returned to the surviving joint holders.

- In case the shares are held in a single name, and the shareholder has expired, the shares can be transmitted in the name of his legal heir on submission of the following documents –
  
  1. Duly signed application of legal heir/s is on record.
  2. The death certificate of the registered shareholder duly certified / notarized.
  3. Share certificates properly attached.
  4. Probate of the will or Succession certificate, or Letter of Administration.
  5. No Objection Certificates, if necessary from legal heirs other than the applicant.

- Where, however, there is a registered nomination for the deceased shareholder’s folio, the shares are transmitted to that of the Nominee, on receipt of documents properly evidencing the death of the existing shareholder, without going through the aforesaid process.

- Where the certificates in respect of the shares to be transmitted are lost/misplaced/destroyed, you will also need to execute the necessary indemnities, which are given as Annexure A, and submit the same along with the documents mentioned in (ii) a-e (except c) above.

Please note that if the deceased shareholder was holding shares in dematerialized form, all the aforesaid details are to be given to the depository participant (DP) with whom the deceased shareholder maintained his demat account. Please check with the DP for further details.

3. The share certificates in respect of shares held by me in OGL have been lost/misplaced. How do I get the duplicate share certificates? Can these shares be directly credited to my demat account?

In case you have lost/misplaced your share certificate, the Company will issue a duplicate share certificate on submission of the following documents duly executed all the shareholders:

- A formal application for issuing duplicate share certificate, duly signed by all the shareholder/(s).
• An attested copy of the FIR filed with the police station
• An indemnity bond, (please contact RTA for format)
• An affidavit, (please contact RTA for format)
• Surety, (please contact RTA for format)
• Original cutting of public notice (please contact RTA for format) published by the shareholder in the newspaper circulating in Bangalore.

The application along with the documents submitted will be placed before the next Board Meeting for approval by the Board of Directors/Committee thereof. After getting the approval, the duplicate share certificates will be issued. The shares in respect of the lost share certificates will not be credited directly to your demat account. You will have to make an application to the Depository Participant with whom you have a demat account, together with the share certificate.

4. The share certificates I hold in respect of shares held in OGL have been torn/ mutilated/ destroyed. I want a duplicate certificate to be issued against this share certificate. What is the procedure for the same?

For issue of duplicate share certificate against torn/mutilated/destroyed share certificate, you will need to make a formal application to the Company on plain paper, with a request to issue duplicate share certificate and submit the same to the Company along with the torn/mutilated/destroyed share certificate.

5. I hold shares jointly in your company in physical form. I want to delete the name of one or more joint holder(s) on account of his/her death or for any other reason. What is the procedure for the same?

In case you are holding shares with one or more persons jointly, and you want to delete the name of one or more of the joint holder(s) on account of his/her death, please make an application to the Company on plain paper, duly signed by all the surviving holders. The application must be accompanied by an attested copy of the death certificate of the deceased joint holder(s) and the relevant share certificate. The name of the deceased joint holder will be deleted and the share certificate will be returned to you.

In case you want to delete the name of the joint holder(s), other than in case of his/her death, you will need to follow the procedure for transfer of shares in physical form, with the names of existing joint holders as transferors and the names of the proposed holders as the transferees. All the applicable formalities for transfer of shares will have to be complied in this case.

6. I hold shares in your company in a single name in physical form. I want to add one or more persons as joint holder(s) of the shares. What is the procedure for the same?

Please note that not more than three persons can hold shares jointly at any time. If you want to add one or more (maximum 2) persons as joint holders of the shares, you will need to follow the procedure for transfer of shares, with the name of the existing holder(s) as transferors and the names of all the proposed joint holder(s) as transferees. All the applicable formalities for transfer of shares will have to be complied in this case.
7. I hold shares jointly with one or more joint holders. I want to change the order in which the shares are now held, so that existing joint holders become the first holder. What is the procedure for the same?

The process of changing the order of the joint holding is called transposition of holdings. For this purpose, you will need to follow the procedure for transfer of shares, with the names of joint holders in the existing order, as transferors and the names of the joint holders in the desired order, as transferee. All the applicable formalities for transfer of shares will have to be complied in this case.

8. I hold shares more than one folio in your company and want to consolidate all my holdings in one folio. What is the procedure for the same?

If you want to consolidate all your shares held by you in different folios in the Company into any one folio, you will need to follow the procedure for transfer of shares. In this case, transfer will have to be done separately for each different folio. In such transfer, the transferee folio number in which the consolidation has to be done, has to be entered in the space provided for this purpose in the transfer form. The names of the shareholders in the transferor folio will have to be entered in the space provided for transferor folio and the names of the shareholders in the transferee folio will have to be put in the space provided for transferee. All the other formalities for transfer of shares will have to be complied in this case.

9. I want to stop a transfer, which has been sent for registration fraudulently, because of loss of share certificate. What is the procedure for the same?

If you wish to stop transfer of shares certificates, which have been lost, please make an application to the Company/Registrars on plain paper, duly signed by all the registered holders, with or without a copy of an FIR lodged with the police. If you submit this letter without FIR copy, a temporary stop transfer request will be registered on your folio. You will need to submit a copy of the FIR lodged the police for loss of share certificates within 21 days of submission of this letter, failing which the stop transfer request will be removed by the Registrars. If your letter for stop transfer is registered with a copy of the FIR lodged with the police, a permanent stop transfer will be registered against your folio. This stop transfer will remain in force till you apply to the Company/Registrars for removal of the stop transfer.

10. I have changed my residence. Therefore, I want to change the address as appearing in your records, so that all further communication can be sent to my new address. What is the procedure for the same?

If you are holding shares in physical form, please send an application, duly signed by all the registered holders, to the Company/Registrars, stating the new address which has to be incorporated in the records. The application has to be accompanied with certified copies of any two of the following documents containing the new address –

- Ration Card
- Electricity Bill
- Telephone Bill
- Passport
- Driving Licence
- PAN Card
- Voters Identity Card
- Rent Receipt
- Certificate from your housing society, confirming your new address
11. I want to change my joint holder ('s') and/or my signature held by me in your company. What is the procedure for the same?

If you are an individual and holding shares in physical form, please make an application to the Company, duly signed by you, in the form as given in (please contact RTA for format), and duly notarized on a Rs. 20/- Stamp Paper, along with the following documents –

- Your new signature, attested by your bankers
- Certified copy of any document (PAN Card, Driving License Passport etc) containing your new signature

If you are a Corporate holding shares in physical form, your request for change of authorized signatory must be accompanied by a copy of the board resolution authorising the new person(s), duly certified by your Director/Company Secretary. In addition to the above, the signature of the new person may also be attested by your Bankers, as an added precaution. In case you are an individual or a Corporate holding shares in dematerialized form, you need to submit your request for change of signature to your depository participant, along with the necessary documents as may be required by your depository participant. Please check with your DP for further details.

12. I want to register a nomination on the shares held by me in your company. What is the procedure for the same?

In case you want to nominate any person as a nominee for the shares held by you in the Company, please make an application in the prescribed form given in (please contact RTA for format), duly signed by all the registered holders. The nomination will be registered and intimation will be sent to you at your registered address, confirming the nomination. In case you want to nominate any person as a nominee for the shares held by you in the Company, please make an application in the prescribed form given in (please contact RTA for format), duly signed by all the registered holders. The nomination will be registered and intimation will be sent to you at your registered address, confirming the nomination. Please note that if you are holding shares in dematerialized form, all the aforesaid details are to be given to the depository participant (DP) with whom you maintain your demat account. Please check with your DP for further details.

13. I hold shares in physical form. I want to dematerialize these shares and transfer them to my demat account. What is the procedure for the same?

If you want to dematerialize the shares held by you in physical form, you will have to follow the following procedure –

- In case you do not have a demat account, you will have to open a demat account with a depository participant (DP) of your choice. Please note that the demat account must be in the same name(s) as are mentioned in the share certificate. In case of any difference in the names, the application for demat of shares is liable to get rejected.
- Once you have opened a demat account, or if you have already opened a demat account, please approach your DP and fill in the Demat Request Form (DRF) and submit the same to the DP, duly signed by the registered holders, along with the original share certificates.
• If you feel that your signature on the DRF will not match with the signature registered with the Company, please submit all the relevant documents for signature verification.

• The DP will send the application form along with the share certificate to our Registrars, who will process the application and arrange to credit the shares to your demat account, if the application form is in order. This process takes a maximum of 21 days from the date of receipt of DRF by our Registrars.

14. I hold shares in dematerialized form in your company. I want to have physical certificates for the shares held by me in your company. What is the procedure for the same?

The procedure for conversion of shares held in demat form to physical form is called re-materialization. For this purpose, you will have to submit a Remat Request Form (RRF) to your Depository Participant (DP) along with the relevant documents, which may be required by the DP. The RRF will be sent by the DP to our Registrars, who will process the application and issue share certificates, in case the application form is in order. This process takes a maximum of 21 days from the date of receipt of the RRF by our Registrars.

15. I want to register a Power of Attorney/revoke a Power of Attorney duly registered earlier. What is the procedure for the same?

If you want to delegate some of the powers in respect of your shares to some other person, please execute a Power of Attorney (POA) in consultation with your advocate, delegating the rights to a person whose name is mentioned in the POA. Please lodge the duly notarized POA with the Company. You POA will be registered and an intimation will be sent to you confirming the registration of the POA.

If you want to revoke a POA already registered with us, please send an application duly signed by all the registered holders. Our registrars will update their records for POA revocation and an intimation will be sent to you confirming the noting of revocation of the POA.