

BLUE DART EXPRESS LIMITED

INVESTOR FAQs

I. General Information about the Company

1. What is the Corporate Identification Number (CIN) of the Company?

- [L61074MH1991PLC061074](#)

2. What is the ISIN Code of the Company?

- [INE233B01017](#)

3. What is the Registered Address of the Company?

- [Blue Dart Centre, Sahar Airport Road, Andheri \(East\), Mumbai – 400099](#)

4. Which Stock Exchanges are the shares of Blue Dart Express Limited listed on?

- [The Equity Shares of Blue Dart Express Limited are listed and traded on the National Stock Exchange of India Ltd. \('NSE'\) and BSE Limited \('BSE'\).](#)

- [Further, the Stock Exchange Scrip Codes are mentioned below:](#)

[NSE - BLUEDART](#)
[BSE - 526612](#)

5. What are the Contact Details for Investor Relations?

- [Below are the contact details to connect with RTA of the Company/Company Secretary:](#)

- **[Registrar and Share Transfer Agent \("RTA"\)](#)**

[Link Intime India Private Limited](#)

[\(Unit: Blue Dart Express Limited\)](#)

[C-101, 247 Park, L.B.S. Marg,](#)

[Vikhroli \(West\), Mumbai- 400083,](#)

[Maharashtra](#)

[Email: \[rnt.helpdesk@linkintime.co.in\]\(mailto:rnt.helpdesk@linkintime.co.in\)](#)

- **Corporate Secretarial Department of the Company**

- ✓ Mr. Tushar Gunderia
Head (Legal & Compliance) & Company Secretary
Email: TusharG@bluedart.com
- ✓ Ms. Prabha Singh
Senior General Manager- Secretarial
Email: PrabhaS@bluedart.com
- ✓ Mr. Vikram Soni
Senior Manager- Secretarial
Email: VikramSoni@bluedart.com
- ✓ Mr. Vikram Soni
Senior Manager- Secretarial
Email: VikramSoni@bluedart.com

II. Dematerialisation of Shares

1. What is dematerialisation?

- Dematerialisation is the process by which Physical Certificates of Shareholders are converted to an equivalent number of securities in electronic form.

2. What is the procedure for dematerialisation of Shares?

- For converting the Shares held in physical form to electronic form (i.e. Dematerialise), Shareholders are required to open a Demat account with any Depository Participant (“DP”) and surrender the Original Share Certificates to them along with the duly completed Dematerialisation Request Form (“DRF”).
- The DP will send this request to the Registrar and Share Transfer Agent (“RTA”) of the Company and on verification of the documents by the RTA, the dematerialisation request will be confirmed and the Shares, in turn, will be credited to the respective Shareholder’s demat account. In case of joint

holders, the names of the Shareholders in the Demat account shall be in same order as in the case of the shares being held in physical form.

- Further, it is advisable to submit Form ISR-2, original unsigned cancelled cheque, self-attested PAN card and Aadhar Card / Passport of all the holders to avoid rejection.

III. Process to register/update KYC and other details

1. What is the procedure to register/update KYC details (such as PAN, Bank Details, Signature, Mobile No., E-mail ID, Address) and Nomination?

- *If shares are held in Physical Form*

As per SEBI Master circular dated May 17, 2023, Shareholders holding shares in physical form are required to submit the following Forms along with the required documents, as applicable, to the RTA of the Company:

FORMS	PURPOSE
Form ISR-1	Registering/Updating the KYC Details
Form ISR-2	Confirmation of signature of security holder by Bank
Form ISR-3	Declaration to opt-out of Nomination
Form SH-13	Registration of Nomination
Form SH-14	Cancellation/Variation in Nomination

- *If shares are held in dematerialised Form*

If the Shares are held in dematerialised form, the records of such Shares are maintained by DP of the Shareholder. Therefore, the Shareholders are required to approach their DP to effect such changes/update.

“In case of non-updation of PAN or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature in respect of physical folios, dividend/interest etc. shall be paid only through electronic mode with effect from April 01, 2024 upon furnishing all the aforesaid details in entirety. If a security holder updates the PAN, Choice of Nomination, Contact Details including Mobile Number, Bank Account Details and Specimen Signature after April 01, 2024, then the security holder would receive all the dividends/interest etc. declared during that

period (from April 01, 2024 till date of updation) pertaining to the securities held after the said updation automatically”.

2. How can the Shareholders apply for change of name?

- **In case of change in name on account of marriage** - Marriage Certificate or copy of valid Passport showing spouse name or publication of name change in official gazette, original share certificate(s) and any document evidencing the old name as per Annexure 12 of SEBI Master circular.

- **In case of change in name on account of reasons other than marriage** Publication of name change in official gazette, original share certificates and any document evidencing the old name as per Annexure 12 of SEBI Master circular.

Notes:

- ✓ In order to apply for change of name, the folio of Shareholders must be KYC compliant.
- ✓ Attestation by Notary Public / First Class Magistrate should mention their name, full address, registration number and affix their seal, Notarial / Court Fee stamps, as applicable.
- ✓ Attestation by Bank Manager should bear the name, full address and official stamp of the Bank.

IV. Issuance of Duplicate Share Certificate

1. How can Shareholders get Duplicate Share Certificate(s) of loss of original Share Certificate(s)?

- On loss of the Original Share Certificate(s), the Shareholders are requested to inform the Company's Registrar and Share Transfer Agent ('RTA') immediately quoting their folio number and details of Share Certificates, if available. The RTA shall immediately mark a caution on the concerned folio to prevent any further transfer of Shares covered by the lost Share Certificate(s).

- In order to get the Duplicate Share Certificate in lieu of the lost Original Share Certificate, the Shareholders are required to submit a request in Form ISR-4 along with the relevant documents as informed by the Company's RTA.

V. Transfer of Shares

1. How can Shareholders transfer their Shares held in physical form?

- As per amendment in the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, transfer of shares held in physical form is prohibited with effect from April 1, 2019. Accordingly, the Shareholders are required to dematerialise their shares in order to transfer the Shares.

VI. Transmission & Transposition of Shares

1. What is the procedure for transmission of Shares of the Company held in physical form?

Transmission of shares held jointly:

In case if the Shares are held in joint names and one of the holders is deceased, the surviving holder(s) is/are requested to submit a duly signed letter along with Form ISR-5, Form ISR-1 & Form ISR-2, notarized copy of death certificate, original share certificates, original unsigned cancelled cheque and any other document as required by the RTA.

The Company/RTA, on receipt of the said documents, will delete the name of deceased Shareholder from its records and issue a Letter of Confirmation ("LC") in favour of the surviving holder(s). Within 120 days of issuance of the letter, the Shareholders are required to submit the demat request along with LC to the DP so that the share be transmitted in demat form.

Transmission of shares held singly:

The list of the documents required for transmission of shares, where the nomination is registered or where the nomination is not registered are provided at the website of the RTA.

2. What is the procedure for transposition of Shares of the Company held in physical form?

- In order to change the order of names on the Physical Share Certificates, the registered Shareholders shall make an application to the Company or RTA in Form ISR-4 along with the documents, if any, as suggested by the RTA. The said form shall be signed (as per the specimen signatures recorded with the Company) by all the Shareholders.
- On receipt of the said document, the name of Shareholders will be transposed in the records and a LC will be issued to the Shareholders. The Shareholders are required to submit the demat request along with LC to the DP within 120 days of issuance of the letter for obtaining the Shares in their Demat Account.
- Alternatively, the Shareholders can also submit the Original Share Certificates with their DPs for transposition as well as dematerialisation of the Shares.

VII. Dividend

1. Where can I find the details of unpaid and unclaimed Dividend?

- Please click on the link below for knowing the details of your unpaid and unclaimed dividends.

[Unpaid and Unclaimed Dividend](#)

2. What is the process to claim dividend if the dividend warrant/ demand draft is expired/ lost?

- In case where dividend warrants/demand drafts issued by the Company is not encashed by the Shareholders due to any reason, such Shareholders are required to write to the Company/ RTA for remittance of such unclaimed dividend quoting the Dividend details not received by them along with the updated Client Master List ("CML") showing their updated bank details. If the Dividends are found unpaid as per bank records, the dividend amount will directly be credited to the updated bank account of Shareholders as provided in CML.

- Please note that where validity of dividend warrants/demand drafts issued by the Company is not expired, the Shareholders are required to provide original dividend warrants/ demand drafts along with the updated CML.

3. How can the Shareholders claim the Dividend and Shares transferred to the Investor Education and Protection Fund (IEPF)?

- The Shareholders whose Dividends and Shares have been transferred by the Company to the IEPF may claim them from the IEPF Authority, by submitting an online application in web-form IEPF-5 available on the website of the IEPF Authority.