

**INVESTORS' HANDBOOK / FAQs****Investor Service and Grievance Handling Mechanism**

Bharti Airtel Limited (Airtel / the Company) has appointed M/s. Karvy Computershare Private Limited as its Registrar and Share Transfer Agent (RTA) for handling all matters relating to its shares (both in physical as well as demat mode). All matters relating to the shares of the Company such as transfer, transmission, dematerialization, rematerialisation, dividend, change of address etc. and related correspondence and queries may be addressed to:

**Karvy Computershare Private Limited**

Unit: Bharti Airtel Limited

Karvy Selenium Tower B, Plot number 31 & 32, Financial District,  
Nanakramguda, Serilingampally Mandal, Hyderabad – 500032, India.

Phone: +91 040 6716 2222

**Shareholders' Rights**

- To receive the share certificates, on allotment or transfer as the case may be, in due time.
- To receive copies of the Annual Report including the Balance Sheet and the Profit and Loss Account and the Auditors' Report etc. not less than 21 days before the date of the annual general meeting unless consented for a shorter period.
- To receive not less than 21 days' notice of general meetings unless consented for a shorter notice.
- To receive notice and forms for Postal Ballots in terms of the provisions of the Companies Act, 2013 and the concerned Rules issued thereunder.
- To participate and vote in General Meetings either personally or through proxies (proxy can vote only in case of a pol)
- To receive Dividends and other corporate benefits like rights, bonus etc. once approved.
- To inspect statutory registers and documents as permitted under law.
- Other rights are as specified in the statutory enactments.

**DEMATERIALIZATION / REMATERIALISATION OF SHARES****What is Dematerialization?**

Dematerialization (Demat) is the process by which securities held in physical form are cancelled and destroyed and the ownership thereof is entered into and retained in a fungible form in a depository by way of electronic balances.

It offers scope for paperless trading through state-of-the-art technology, whereby share transactions and transfers are processed electronically without involving any share certificate or transfer deed after the share certificates have been converted from physical form to electronic form.

No stamp duty is payable on transfer of shares held in demat form. Demat attempts to avoid the time consuming and complex process of getting shares transferred in the name of buyers as well its inherent problems of bad deliveries, delay in processing/fraudulent interception in postal transit, etc.

Dematerialization of shares is optional and an investor can still hold shares in physical form. However, the shares has to be in demat form if the investor wishes to sell the same through the Stock Exchanges. Similarly, if an investor purchase the shares of the Company, he/she will get delivery of the shares in demat form only.

### **How can services of a depository be availed?**

To avail the services of a depository one require to open an account with any of the depository Participant of National Securities Depository Limited (NSDL) or Central Depository Services (India) Limited (CDSL).

### **What are the benefits of availing depository services?**

- A safe, convenient way to hold securities;
- Immediate transfer of securities;
- No stamp duty on transfer of securities;
- Elimination of risks associated with physical certificates such as bad delivery, fake securities, delays in transit, thefts etc.
- Reduction in paperwork involved in transfer of securities;
- Reduction in transaction cost;
- No odd lot problem, even one share can be sold;
- Change in address recorded with DP gets registered with all companies in one go in which the investor holds securities electronically thereby eliminating the need to correspond with each of them separately;
- Easy nomination facility;
- Smooth transmission of securities in case of any eventualities.

### **How do I convert shares to demat form?**

First, you will have to open an account with a Depository Participant (DP) and get a unique Client ID number. Thereafter, one has to fill a Demat Request Form (DRF) provided by the DP and submit the same along with physical certificates, which one want to get dematerialize. Separate DRF has to be filled for each ISIN no.

The complete process of dematerialization is outlined below:

- Submit Demat Request form (DRF) as given by the DP duly signed by all the registered holders with the names and signatures in the same order as appearing in the concerned certificate(s) and the Company records, along with requisite documentary proof and PAN details.
- Obtain acknowledge from DP on handing over the share certificate(s).
- Demat transfers are required to be completed in 21 days (excluding time for dispatch).
- Receive a confirmation statement of holdings from the DP. Statement of holdings is sent by the DPs from time to time.

### **Can I dematerialize shares held jointly, in the same combination of names, but the sequence of names is different?**

Depositories provide “Transposition cum Demat facility” to help joint holders to dematerialize securities in different sequence of names. For this purpose, one has to fill the DRF and Transposition Form and should be submitted with DP.

### **Will a Shareholder get the Annual Report after he gets his shares converted in Demat form and would he be able to attend the AGM of Bharti Airtel?**

The Depository Participants will give the list of demat account holders and the number of shares held by them in electronic form on the Book Closure date or Record date to Bharti Airtel (known as Benpos). After the necessary approval and on the basis of Benpos, the Company will issue dividend warrants in favor of the demat account holders.

The rights of the shareholders holding shares in electronic form are at par with the holders in physical form. Hence they are eligible to get the Annual Report and will have the right to attend the AGM as a shareholder.

**I am holding more than one folio in the same name. Can I consolidate these folios?**

Yes. One can forward the share certificate relating to those folios which you wish to merge and we shall consolidate your folios and return the share certificates by endorsing the consolidated folio number. You may please note that the folios to be consolidated should be in the identical name or in the same order of identical names (in case of joint-holding) and bear the same address.

**Whom do I contact in case of any complaint / problem / query?**

In case of any complaint / problem / query you may first contact your DP. If DP is unable to solve complaint / problem / query you should approach concerned depository.

**What is Delivery Instruction Slip (DIS)? What precautions does one need to observe with respect to Delivery Instruction Slips?**

To give the delivery instruction to DP you have to fill the form 'Delivery Instruction Slip' (DIS). DIS may be compared to cheque book of a bank account. The following precautions are to be taken in respect of DIS Ensure and insist with DP to issue DIS book:

- Ensure that DIS numbers are pre-printed and DP takes acknowledgment for the DIS booklet issued to investor;
- Ensure that your account number [client id] is pre-stamped;
- If the account is a joint account, all the joint holders have to sign the instruction slips. Instruction cannot be executed if all joint holders have not signed;
- Do not use loose slips; Do not leave signed blank DIS with anyone viz., broker/sub-broker;
- Keep the DIS book under lock and key when not in use.

**Can one freeze or lock his accounts?**

Yes. One can freeze or lock his accounts for any given period of time. Accounts can be frozen for debits (preventing transfer of securities out of accounts) or for credits (preventing any movements of hindrances into accounts) or for both.

**What is Rematerialization? (Conversion of Dematted Shares into physical shares)**

It is the process through which shares held in demat form are converted into physical form in the form of share certificate(s) in the same manner as Dematerialization is done.

**How do I convert demat shares to physical form?**

Procedure for Rematerialization of shares:

- Submit duly filled in Rematerialization Request form (RRF) to the concerned DP.
- DP intimates the relevant Depository of the Request through the system.
- DP submits RRF to the Company's RTA.
- Depository confirms Rematerialization request to the Company's RTA.
- The company's RTA updates accounts and prints certificate(s) and informs the Depository.
- Depository updates the Beneficiary Account of the shareholder by deleting the shares so rematerialized. Share certificate(s) is dispatched to the shareholder.

**What is required to be done if one has physical certificates with the same combination of names, but the sequence of names is different i.e. some certificates with 'A' as first holder and 'B' as second holder and other set of certificates with 'B' as first holder and 'A' as the second holder?**

In this situation one may open only one account with 'A' & 'B' as the account holders and lodge the security certificates with different order of names for dematerialization in the same account. One needs to fill-up an additional form called "Transposition cum Demat" form, which is provided by the DP, whenever any such account is being opened. This would help to effect change in the order of names while dematerializing the securities.

**Can an investor open a single account for securities owned in different ownership patterns such as securities owned individually and securities owned along with others?**

No. The demat account must be opened in the same ownership pattern in which the securities are held in the physical form. E.g. if one share certificate is in his individual name and another certificate is jointly held with some other person, in such case two different accounts would need to be opened.

## **DIVIDEND**

### **Payment of Dividend requirement**

#### **Bank details for Electronic Shareholdings**

While opening Accounts with Depository Participants (DPs), you may have given your Bank Account details, which will be used by Bharti Airtel Limited for printing on dividend warrants or remittance of dividend. This ensures that the dividend warrants, even if lost or stolen, cannot be used for any purpose other than for depositing the money in the Account specified on the dividend warrants and ensures safety for investors. However, if you wish to receive dividend in an Account other than the one specified while opening the Depository Account, you may change / correct Bank Account details with your DP. Shareholders are requested to furnish complete details of their Bank Accounts including MICR codes of their Bank to their DPs.

#### **What is National Electronic Clearing Service (NECS)?**

NECS facility is a centralized version of ECS facility. The NECS system takes advantage of the centralized accounting system in banks. Accordingly, the account of a bank that is submitting or receiving payment instructions is debited or credited centrally at Mumbai. The branches participating in NECS can, however, be located anywhere across the length and breadth of the country

Under this system, one can receive his dividend electronically by way of direct credit to his bank account. With this service the problems such as loss/fraudulent interception of dividend warrants during postal transit is avoided. This also expedites payment through credit to the account of the investor as compared to the payment through physical dividend warrant. [Form for Clearing Service \(NECS\)](#)

#### **What is payment of dividend through NEFT Facility and how does it operate?**

NEFT is a nation-wide payment system facilitating electronic transfer of funds from one account to another. Dividend payment through NEFT denotes payment of dividend electronically through RBI clearing to selected bank branches which have implemented Core Banking Solutions (CBS). This extends to all over the country, and is not necessarily restricted to the 91 designated centers where payment can be handled through ECS. To facilitate payment through NEFT, the shareholder is required to ensure that the bank branch

where his/her account is operated, is under CBS and also records the particulars of the new bank account with the DP with whom the demat account is maintained.

#### **What are the benefits of NECS (payment through electronic facilities)?**

Some of the major benefits are:

- a) Investor need not make frequent visits to his bank for depositing the physical paper instruments.
- b) Prompt credit to the bank account of the investor through electronic clearing.
- c) Fraudulent encashment of warrants is avoided.
- d) Exposure to delays / loss in postal service avoided.
- e) As there can be no loss in transit of warrants, issue of duplicate warrants is avoided.

#### **How to avail of NECS Facility?**

Investors holding shares in physical form may send their NECS Mandate Form, duly filled in, to the Company's RTA. The Form may be downloaded from the Company's website [www.airtel.com](http://www.airtel.com) under the section "Investor Relations".

However, if shares are held in dematerialized form, NECS mandate has to be sent to the concerned DP directly, in the format prescribed by the DP.

Investors must note that NECS essentially operates on the new and unique bank account number, allotted by banks post implementation of Core Banking Solutions (CBS) for centralized processing of inward instructions and efficiency in handling bulk transactions.

In this regard, shareholders are requested to furnish the new bank account number allotted by the banks post implementation of CBS, along with a copy of Cheque pertaining to the concerned account, to the RTA of the Company in case the shareholders hold shares in physical form and to the concerned DP in case the shareholders hold shares in demat form.

In case the shareholders do not provide their new account number allotted after implementation of CBS, please note that NECS to the shareholders' old account may either be rejected or returned.

#### **Why can't Bharti Airtel take on record the bank details in case of shares held in electronic/demat form?**

As per the Depository Regulations, the company is obliged to pay dividend as per the details of demat shareholders furnished by the concerned depository participant. However, if in case one needs to record his mandate then such details needs to be furnished to the respective depository participant with whom one holds the demat account and not to Bharti Airtel or its RTA, as we are not authorised to make or incorporate any change in records received from the Depository.

#### **Can investors opt out of NECS Facility?**

Investors have a right to opt out from this mode of payment by giving an advance notice of four weeks, prior to payment of dividend, either to the Company's RTA or to the concerned DP, as the case may be.

#### **Can one authorize his banker or any other person to receive dividends on his behalf?**

Yes. One can do so by furnishing the name and address of the authorised person/banker. Such request should contain all the relevant details such as folio number, number of shares, specimen signatures recorded with Bharti Airtel. The Company will take on record such request complete in all respect and

dispatch the dividend warrant to the mandate as per the instructions. Please note that this procedure is applicable only if you are holding shares in physical form.

**In order to protect against fraudulent encashment, how can one incorporate the details of his bank account on his dividend warrant. What is the procedure that he should follow?**

If one is holding shares in physical form, he should duly fill the request updation form for bank mandate and sent the same to our RTA, M/s. Karvy Computershare Private Limited. The Company will take on record such request complete in all respect and incorporate the same on future dividend warrants. However, if one is holding the shares in electronic mode then such details needs to be furnished to the respective Depository Participant with whom one holds the demat account.

## **UNCLAIMED / UNPAID DIVIDEND**

**What are the Statutory provisions governing unclaimed dividend?**

As per provision of sub section (1) of section 125 of the Companies Act, 2013 , the Company is required to transfer Unpaid Dividend remaining unclaimed and unpaid for a period of 7 years from the due date(s) to the Investor Education and Protection Fund (IEPF) set up by the Central Government. The Company sends a communication to the concerned shareholders well in advance, advising them to lodge their claim with respect to unclaimed dividend in the year in which the dividend is due for transfer to IEPF. Investors are requested to note that no claims shall lie against the Company or IEPF for any moneys transferred to IEPF in accordance with the provisions of Section 125 of the Companies Act, 2013.

**Where can the status of declared and unclaimed dividend be verified?**

The Company has uploaded the details of declared and unpaid and unclaimed amounts lying with the Company as on August 21<sup>st</sup>, 2015 (date of last Annual General Meeting) on the website of the Company ([www.airtel.com](http://www.airtel.com)), which can be accessed by the shareholders.

## **Status of Dividend / Unpaid Dividend Declared**

The Company declared its maiden dividend in August 2009 for the FY 2008-09. Status of the dividend declared by the Company for the last seven years is as under:

<b>Financial Year</b>	<b>Rate of Dividend Per equity share of Rs. 5 each</b>	<b>Total Pay-out</b>	<b>Amount Paid to the shareholders</b>	<b>Amount un-paid to the shareholders</b>
2014-15	Re. 1.63 (Interim Dividend)	6,515.76	6,515.00 (99.99%)	0.76 (0.01%)
2013-14	Re. 1.80	7,195.32	7,194.49 (99.99%)	0.83 (0.01%)
2012-13	Re. 1	3,797.53	3,791.05 (99.83%)	6.48 (0.17%)
2011-12	Re. 1	3,797.53	3,790.78 (99.82%)	6.75 (0.18%)
2010-11	Re. 1	3,797.53	3,791.13 (99.83%)	6.40 (0.17%)
2009-10	Re. 1	3,797.53	3,790.09 (99.80%)	7.44 (0.20%)
2008-09	Re. 1	3,796.48	3,790.39 (99.84%)	6.09 (0.16%)

The Company constantly endeavor's to reduce the unpaid dividend amount. The shareholders, who have not claimed their dividend for the above financial years are requested to contact the Company or its RTA.

## **Loss of Share Certificates**

**In case of loss of share certificates, what steps one should take to obtain duplicate share certificates?**

Immediately on the knowledge of loss of share certificates, one should inform the RTA. The information should contain the details of share certificates so lost, folio no., no. of shares and other relevant particulars. The said information needs to be signed by the first holder as per the specimen signature recorded with Bharti Airtel. The RTA after checking the details and signatures will mark a cautionary stop on the folio to prevent any further transfer of such lost share certificates. On receipt of such request, the RTA will send the complete procedure of obtaining duplicate share certificates. In the meanwhile, one should lodge a complaint with the police regarding loss of share certificates.

**What action should be taken in case the share certificates are retrieved by the holder, which were earlier reported as lost?**

In such case the retrieved share certificate is surrendered to RTA immediately if the duplicate share certificates have been issued. However, if the original share certificates are found before one has complied with the procedure for obtaining duplicate share certificate, then the said information be urgently send to RTA so that the caution marked on those certificates can be removed.

**In case the share certificates are lost along with the duly signed transfer deed, then how one can proceed to safeguard his interest and for obtaining duplicate share certificates?**

Immediately on the knowledge of loss of share certificates along with duly executed transfer deed, one should inform RTA. The information should contain the details of share certificates so lost, folio no., no. of shares, Copy of FIR issued by the Police station and other relevant particulars. The said information needs to be signed by the holder. The Company after checking the details and signatures will mark a cautionary stop on the folio to prevent any further transfer of such lost share certificates. On receipt of such request, the RTA will send the complete procedure of obtaining duplicate share certificates. In the meanwhile, one should lodge a complaint with the police regarding loss of share certificates.

## **NOMINATION FACILITY**

**What is nomination facility and to whom is it more useful?**

Section 72 of the Companies Act, 2013 provides the facility of nomination to shareholders. This facility is mainly useful for individuals holding shares in sole name. In the case of joint holding of shares by individuals, nomination will be effective only in the event of death of all joint holders.

**What is the procedure for appointing a nominee?**

Investors, especially those who are holding shares in single name, are advised to avail of the nomination facility by submitting the prescribed Form SH 13 to the Company's RTA. Form SH 13 may be downloaded from the Company's website, [www.airtel.com](http://www.airtel.com) under the section "Investor Relations". However, if shares are held in dematerialized form, nomination has to be registered with the concerned DP directly, as per the format prescribed by the DP.

**Who can appoint a nominee and who can be appointed as a nominee?**

Individual shareholders holding the shares / debentures in single name or joint names can appoint a nominee. In case of joint holding, joint holders together have to appoint the nominee. While an individual can be appointed as a nominee, a trust, society, body corporate, partnership firm, karta of HUF or a power of attorney holder cannot be appointed as a nominee(s). Minor(s) can, however, be appointed as a nominee.

**Who can make a nomination?**

The nomination can be made only by individual(s) holding shares singly or jointly. If the shares are held jointly, all the joint holders will sign the nomination form. Non-individuals including a society, trust, body corporate, and partnership firm, karta of Hindu Undivided Family and holder of Power of Attorney cannot nominate.

**Can a nomination once made be revoked / varied?**

A shareholder can change the nomination as and when he so desires. However, the rules do not prescribe any specific manner in which the variation or cancellation of the nomination can be made. In the absence of clear guidelines or rules, shareholder can change the nomination by a letter revoking his old nomination and submitting Form SH-13 for change in nomination.

**Are the joint holders deemed to be nominees to the shares?**

Joint holders are not nominees; they are joint holders of the relevant shares having joint rights on the same. In the event of death of any one of the joint holders, the surviving joint holder(s) of the shares is / are the only person(s) recognized under law as holder(s) of the shares. Joint holders may together appoint a nominee.

**Nomination Form is an important document like Will. What precaution investors should take to ensure that their instruction as to transmission would be acted upon by Bharti Airtel?**

The shareholders concerned should preserve a copy of nomination form on their record. Bharti Airtel would after registering the nomination advise the shareholder(s) in writing of the registration of nomination.

**Does transmission of shares to nominees attract payment of share transfer stamps?**

On death of the shareholder, the nominee has to elect either to register himself as a shareholder or to transfer the shares. If he elects to register himself as a shareholder, he has to intimate his decision in writing preferably to our RTA this will be in the form of a transmission and therefore will not attract stamp duty. If a shareholder elects to transfer the shares, he has to send a notice in writing to our RTA. Since this amount to transfer of shares like any other transfer, the same would attract stamp duty.

**Is the nominee entitled to dividend and other benefits before being registered as a member?**

Yes. However, if the Board has issued a notice to the nominee to elect and no election either to transfer or hold the shares/debentures in his name is made within a period of 90 days, the Board may withhold the payments of the dividends, bonus or other moneys payable/accruing to the shares.

**What is the procedure for transmission of shares in favour of the nominee?**

Upon death of the shareholder or of both the joint shareholders as the case may be, the nominee would be required to furnish the following documents in addition to any other for the purposes of identification:

- a) Certified true copy of death certificate of shareholder.
- b) Proof of date of birth of the nominee.
- c) An affidavit/declaration by the nominee declaring his rights.
- d) The original share certificate.

On production of above documents and any further documents, if required, and on being satisfied about the identity of the nominee, will request the nominee elect either to register himself as holder of shares or to transfer the shares, the nominee is then required to issue a notice of election.



There may be further identification requirements at the discretion of the Board of Directors. If the nominee elects to be registered as a holder of shares, he shall send a notice in writing stating that he so elects.

**Do further acquisitions of shares under a given Folio get covered by the nomination?**

A shareholder is required to fill in the distinctive numbers of shares on Form SH-13 and the shares covered by these distinctive shall be transmitted to the nominee in the event of death of the shareholder. For any further acquisition of shares of Bharti Airtel, the shareholders will have to extend the nomination to the additional shares by filling in the necessary Form SH-13 as the existing nomination does not automatically cover the additional shares. To ensure that the nomination is valid, the shareholders need to make specific mention of all distinctive numbers.

**What is the effect of nomination upon transfer of shares?**

Upon transfer of shares or debentures nomination stands rescinded.

**Can nomination be made in favour of a minor?**

Yes, a minor can be appointed as a nominee. In such case, the guardian will sign on behalf of the nominee and in addition to the name and photograph of the nominee, the name, address and the photograph of the guardian must be submitted.

**What is the advantage of making a nomination?**

Notwithstanding anything contained in any other law or any testamentary disposition or otherwise, in respect of the shares or debentures, where a nomination has been made in accordance with the applicable law, the nominee on the death of the shareholder of Bharti Airtel as the case may be on the death of all the joint holders shall become entitled to the rights in the shares of Bharti Airtel, as the case may be, in relation to such shares of Bharti Airtel, to the exclusion of all other persons unless the nomination is revoked before such exercise.

**What will happen when a shareholder dies leaving a minor nominee?**

Where the nominee is a minor, the holder of the securities, making the nomination, may appoint a person in Form No. SH. 14 specified under sub-rule (1), who shall become entitled to the securities of the company, in the event of death of the nominee during his minority.

**Can the surviving joint holder make a fresh nomination by revoking earlier nomination?**

Under the laws of wills and testamentary dispositions, joint wills cannot be revoked after the demise of one of the joint testators. Extending the principle in this case would suggest that nominations made jointly cannot be revoked after the demise of one of the joint holders.

However under section 72 the nomination made are to take effect notwithstanding testamentary dispositions, or otherwise.

Therefore on demise of one of the joint holders the remaining joint holder would become sole member. In such case, fresh nomination in prescribed manner could be made revoking the old nomination.

**What is the effect of death of one of the joint holders on nomination?**

In the event of death of one of the joint holders, the shares get transmitted in the name of the surviving holder. The death of one of the joint holders does not rescind the nomination. Nominee will have title to the shares only on the death of all the joint holders. **How does Bharti Airtel establish the identity of the nominee in case of death of the shareholder?**

The prescribed Form SH-13 only provides for the name and address of the nominee. The Board may require the nominee to provide and produce such evidence to prove his identity as thought necessary in the opinion of the Board. Without prejudice to the above, the shareholder/debenture holder may also provide the specimen signature of the nominee duly attested by his banker where he/she is holding an account along with Form SH-13. **Can a Shareholder nominate more than one person to hold shares jointly in the event of his demise?**

Form SH-13 prescribed for nomination requires the "name and address of the nominee". The view is that only one nomination is allowed to be made per folio. However if the shareholders/debenture holders hold in more than one folio but in different order of names or hold in joint names in more than one folio in different combination of names, then they can appoint different nominees under each folio.

For example, if shareholder "A" and "B" jointly hold 100 shares, they can together appoint one nominee. However, if 50 shares are held jointly in the names of A and B respectively and further 50 shares in the names of B and A respectively, they can appoint two different nominees for their holdings of 50 shares each. Parents desirous of nominating their children can plan their holdings in such a manner so as to facilitate nomination to their children.

#### **MISCELLANEOUS**

##### **Change in address / other Personal Details:**

##### **If the shares are in electronic mode, what is the procedure for recording change of address?**

Since the respective Depository Participants (DP) maintains the records of all the shares in electronic form, therefore any information pertaining to the change in address needs to be furnished to the respective DP.

##### **Can there be multiple addresses for a single folio?**

No. There can only be one registered address for one folio.

##### **Can joint-holder(s) other than the first holder request for a change of address?**

No. The request letter for updation of records should be signed by the first holder along with the signatures of the joint holders.

##### **If the shares are in physical mode, what is the procedure for recording change of address?**

A request letter for updation of records need to be filed in giving the new address along with the Pin Code (Mandatory) and signed by the shareholder(s) (including all joint-holders) as per the specimen recorded with Bharti Airtel Limited (The Company) or with the Company's RTA. Also the folio number must be quoted for reference.

##### **In case of gift of shares to one's near and dear, then how should one proceed to get them registered in the books of Bharti Airtel? Does it attract stamp duty?**

The procedure of registration of shares gifted to someone is same as the procedure for a normal transfer. The stamp duty is also applicable in case of gifted shares.

**Procedure for transmission of Shares without Succession certificate/Probate of will**

1. Request for transmission.
2. Notarized Copy of death certificate.
3. Letter of Indemnity duly supported by a guarantee of an independent surety acceptable to the Company Secretary, made on appropriate non-judicial stamp paper.
4. An affidavit on appropriate non-judicial stamp paper.
5. (i) No Objection Certificate from the legal heir who do not object to such transmission or  
(ii) Proof about indemnity of the nominee, in case of nomination.6.Original Share Certificate.

**The name of a joint holder was included only for convenience by the first holder. I am the only heir. Could you transfer the shares in my name as per the will/probate?**

As per law, the joint holder is deemed to be having indivisible ownership of the joint property and Bharti Airtel cannot ascertain as to how or why the name was included. As per the Articles of Association of the company, the surviving joint holders are the only persons recognized as having title to the shares.

**I have already produced the attested/registered will. Since getting it probated would take a long time and money, can I avoid that procedure?**

You will appreciate that in order to ascertain that the will in question is the last will and testament made by the deceased, it is important that the same is authenticated/ probated by the Court. This is to protect the interest of the investors at large and to obviate any future claims/disputes on the same.

**If the deceased family member who held shares in his/her own name (single) had left a will, how do the legal heir/s get the shares transmitted in their names?**

The legal heirs will have to get the will probated by the Court of competent jurisdiction and then send a copy of the probated will, along with relevant schedule/annexure setting out the details of the shares, the relevant share certificates in original and transmission form for transmission.

**If a shareholder who held shares in his sole name dies without leaving a will. How can his legal heir/s (either husband/wife/son/daughter, etc.) get the shares transmitted in their names?**

Firstly the legal heirs have to obtain a Succession Certificate or Letter of Administration with respect to the shares and a true copy of the same, duly attested by the Court Officer, or Notary should be sent to our RTA along with a request letter along with all the share certificates in original, for transmission in their favour.

**In case of joint holdings, in the event of death of one shareholder, how do the surviving shareholder(s) get the shares in his/their names?**

The surviving shareholder(s) will have to submit a request letter supported by a notarized copy of the death certificate of the deceased shareholder and the relevant share certificates to our RTA. On receipt of the said documents, RTA will delete the name of deceased shareholder from its records and return the share certificates to the applicant /registered holder with necessary endorsement.

----- / -----

### **Disclaimer**

The disclaimer forms integral part of the “Investor Handbook” (hereinafter referred to as the “Handbook”) and is applicable to all the information given hereunder.

This Handbook is a set of guidelines for informational purposes only to the Investors of Bharti Airtel Limited (hereinafter referred to as “the Company”) and is intended, but not promised or guaranteed, to be correct, complete and up-to-date. Airtel, its Directors or officers do not warrant that the information contained in this Handbook is complete, and hereby disclaims any and all liability to any person for any loss or damage caused by errors or omissions, whether such errors or omissions result from negligence, accident or any other unintentional cause. Airtel, its Directors or officers further assume no liability for the interpretation and / or use of the information contained in this Handbook.

Readers are requested to refer to the specific Acts, rules and regulations for exact details and clarifications and are reminded that this Handbook does not purport to explain the laws or rules in force, with respect to any particular fact pattern.