

Folio No. / DP ID Client ID from which shares were tendered in the Open Offer	Sr. No.	Reference No.	No. of Shares tendered in the Open Offer
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**Please respond latest
by April 30, 2020**

To,

PANATONE GROUP OF COMPANIES

C/o. TSR Darashaw Consultants Private Limited
 6, Haji Moosa Patrawala Industrial Estate, 20, Dr. E. Moses Road Mahalaxmi (West) Mumbai - 400011

Dear Sir / Madam,

Status: Please tick appropriate box (√)			
Individual	Foreign Institutional Buyer/ Foreign Portfolio Investors		Insurance Companies
Foreign Company	Non Resident Indians/OCB		Other OIBs
Body Corporate	Financial Institution/ Bank		Other NIB
Mutual Fund	Foreign National		Other (specify)

Sub : Notice for Transfer of Shares allotted to Panatone Group of Companies pursuant to the Scheme of Arrangement and reconstruction between Tata Communication Limited (TCL) and Hemisphere Properties India Limited (HPIL) and their respective shareholders in accordance with the Letter of Offer dated March 27, 2002 issued by Panatone Finvest Limited pursuant to the Open Offer to acquire 20% shares of Tata Communications Limited (Formerly known as Vidhesh Sanchar Nigam Limited (VSNL))

This has reference to your Notice dated February 18, 2020.

I / We, the undersigned have read the aforesaid circular as well as Letter of Offer dated March 27, 2002 and the Scheme of the Arrangements posted on websites of TCL and HPIL being www.tatacommunications.com and www.hpil.co.in, respectively. and have understood the terms and conditions stated therein.

I / We confirm having availed of the Open Offer made by Panatone Group of Companies to the shareholders of VSNL now known as Tata Communications Limited in the year 2002.

I / We request you to credit the shares of HPIL issued against and to the extent of VSNL shares accepted in the Open Offer in the demat account, details of which are given below:

Please tick as applicable (√)

The shares were then held by me / us in physical form. I / We wish to receive the shares of HPIL in electronic form and give below the details of my account.

OR

The shares were held by me in the above mentioned demat account. However, my demat account has been changed due to closure of DP / change in DP and my current demat account is as given below :

DEPOSITORY	DP NAME	DP ID	CLIENT ID
NSDL			
CDSL			

I / We confirm that the said account is active and shall ensure that the same shall remain active till such time the HPIL shares are credited. I / We shall not hold Panatone Group of Companies / HPIL / RTA responsible if the transaction fails on account of closure or any other technical reasons.

I enclose herewith the following [please tick as applicable – (√)]

- DP certified Client Master List of my / our demat account (mandatory). Self-attested copy of the PAN Card of all the shareholders (Mandatory)
- DP certified Transaction Statement of the old and new demat accounts evidencing the transfer of shares from old demat account to new demat account, duly certified.
- Self-attested copy of address proof viz. Valid Passport / Aadhaar Card / Telephone Bill (Only Landline) or Electricity Bill which is not more than 3 months old (Mandatory).
- Attested copy of Death Certificate Attested copy of Marriage Certificate / Divorce Decree / Government Gazette Publication
- Attested copy of Succession Certificate(s) / Administrator General's Certificate / Court Decree / Probate of Will / Letters of Administration
- Attested copy of Power of Attorney Corporate Authorisation in case of Companies / FIs along with Board Resolution and Specimen Signatures of Authorised Signatories
- Attested and legible copy of Birth Certificate/ School Leaving Certificate in case of change of status from minor to major.
- Attested copy of RBI Approval / SEBI Registration Certificate and Certificate of Residency and Original cancelled cheque of NRE account bearing the name of the shareholders / accountholders (for Non-Resident shareholders).

Incase of change in address

Attested copy of old and new address proof viz. Valid Passport / Aadhaar Card / Telephone Bill (Only Landline) or Electricity Bill which is not more than 3 months old / Original dividend counterfoil / Letter from the Bank on their letterhead mentioning both new and old address as an old address proof

In case of Death of sole shareholder or all the shareholders in the account / change in name / status subsequent to marriage, divorce or obtaining majority

The signature of the Legal Heirs / the shareholder(s) whose name / status are being changed, needs to be attested by the Bank Manager under his name, full address and official stamp of the bank. In case of attestation by multiple banks, separate letters / sheets may be attached.

Any other, please specify : _____

Thanking you,

Yours faithfully,

Signed and Delivered

Place:

Date:

	Full Name(s) of the Holders	PAN	Signature(s)*
First / Sole Holder			
Joint Holder 1			
Joint Holder 2			
Telephone No.:		Email id :	

* Note: In case of Joint holdings, all holders must sign. In case of Bodies Corporate a stamp of the Company should be affixed and necessary Board Resolution should be attached.

(For cases where sole holder/ all holders is / are deceased / change in name / status of the accountholder)

Name of the Bank Manager	Signature of the Bank Manager and Official Seal
Bank Address	

-----TEAR ALONG THIS LINE-----

Folio No. / DPID / Client ID

Sr. No.

Acknowledgement Slip:

Received from Mr. / Ms. _____

Form of Confirmation alongwith (Please put tick mark in the box, whichever is applicable)

Client Master List Copies of the PAN Card Copies of Aadhaar Card / Valid Passport

Any other, please specify : _____

Panatone Group of Companies (Subject to Verification)	
Signature of Official and Date of Receipt	Stamp of collection center

Note: All future correspondence, if any, should be addressed to Registrar to the Offer : TSR Darashaw Consultants Private Limited, 6, Haji Moosa Patrawala Industrial Estate, 20, Dr. E. Moses Road, Mahalaxmi(West), Mumbai 400011.

INSTRUCTIONS

I. Instructions for Attestation

Attestation, where applicable may be done by a Notary Public / First Class Magistrate / Bank Manager

Note : Attestation done by a Notary Public / First Class Magistrate / Bank Manager should mention :

- a. Their name, full address, registration No. and affix their seal, Notarial / Court Fee Stamps, as applicable in addition to Notary's Book No. and Sr. No.
- b. Attestation by a Bank Manager should bear the name, full address and Official stamp of the Bank designation of the attesting authority under his official seal.

Documents with incomplete attestation will not be accepted.

- II. In case of change of address/ change in name / status – Attested copy of the identity proof old and new address proof is required to be submitted along with other documents mention in the check list
- III. **Incase of sole holder / all holders deceased and / or change in name / status of the claimant or holder** – The form of Confirmation should be attested by a Bank Manager
- IV. The Panatone Group of Companies / HPIL reserves the right to call for any other documentation from the shareholder to establish the genuineness of the applicant for making an application to RBI for seeking their approval for issuing shares to Non-Resident shareholders whose shares were accepted in the Open Offer.

PROCEDURE TO BE FOLLOWED

- I. All shareholders who had availed of the Open Offer and the shares were accepted by Panatone Group of Companies are mandatorily required to submit the following :
 - a. Form of Confirmation duly filled in and signed by all the shareholders. This form should be attested in case of change in name/ status/ sole holder/ all holder deceased
 - b. Self-attested copy of the Identity proof such as PAN Card / Aadhaar Card of all the shareholders.
 - c. Self-attested copy of address proof such as Aadhaar Card / Valid Passport copy / Telephone Bill (only landline) or Electricity Bill which is not older than 3 months old.
 - d. Client Master List featuring the names of shareholders, address and status of the account. The names and order of the names in the demat account should be same as in the account from which the shares tendered in open offer .
- II. Shareholders are requested to keep their demat account in which they propose to receive HPIL shares active till such time the credit is received.

CHECK LIST - Documents to be submitted are given below :

SR. NO.	DESCRIPTION	SHARES TENDERED IN OPEN OFFER IN	
		PHYSICAL FORM	ELECTRONIC FORM
1	Mandatory documents to be submitted	<ol style="list-style-type: none"> a. Form of Confirmation duly filled and signed by all the shareholders. b. Self-attested copies of PAN Card / Aadhaar Card of all holders. c. Self-attested copy of address proof such as Aadhaar Card/ Valid Passport copy / Telephone Bill (only Landline) or Electricity Bill not more than 3 months old. d. Client Master List in which the shares were dematerialized / you hold shares featuring the name(s) of the shareholder(s), address and status of the account duly attested by the depository participant 	<ol style="list-style-type: none"> a. Form of Confirmation duly filled and signed by all the shareholders. b. Self-attested copies of PAN Card / Aadhaar Card of all holders. c. Self-attested copy of address proof such as Aadhaar Card/ Valid Passport copy / Telephone Bill (only Landline) or Electricity bill not more than 3 months old. d. Client Master List from which the shares were tendered in the Open Offer featuring the name(s) of the shareholder(s), address and status of the account duly attested by the depository participant
Additional documents to be submitted for -			
2	Change in Demat account	Transaction Statement for ISIN - INE151A01013 evidencing the transfer of shares of Tata Communications Ltd. / Other shares, from old demat account where dematerialized/ / held to the current demat account.	Transaction Statement for ISIN - INE151A01013 evidencing the transfer of shares of Tata Communications Ltd. / Other shares, from old demat account from which shares were tendered in the open offer to the current demat account.
3	Change in Name	<ol style="list-style-type: none"> a. Attested copy of Marriage Certificate / Divorce Decree b. Attested copy of Government Gazette Publication. c. For incorrect spellings in the name and supporting documents - In absence of the document stated in point a. or b., an Affidavit will be required duly executed. You are requested to write to TCPL for draft of the Affidavit and other relevant requirements. 	<ol style="list-style-type: none"> a. Attested copy of the Marriage Certificate / Divorce Decree. b. Attested copy of the Government Gazette Publication. c. In addition to point a or b, for shareholders who have tendered their shares in electronic form, are required to submit a letter from the DP confirming the name change effected by them in the same demat account or in case a new demat account is opened pursuant to name change transaction Statement featuring the transfer of shares from old demat account to new demat account duly attested by the Depository Participant is required
4	In case one of the holder is deceased	<ol style="list-style-type: none"> a. Attested copy of Death Certificate of the deceased holder(s). b. If shares are dematerialised subsequent to the Open Offer, Transaction Statement evidencing the transfer of shares from the demat account in which the shares were dematerialized to the new account of surviving holders duly attested by the Depository Participants. The names and order of surviving holders in the demat account should be same as in the account from which shares were dematerialized/ folio from which the shares were tendered in open offer 	<ol style="list-style-type: none"> a. Attested copy of Death Certificate of the deceased holder(s). b. Transaction Statement evidencing the transfer of shares from the demat account from which the shares were tendered in the Open Offer to the current demat account of surviving holders duly certified by the Depository Participants. The names and order of surviving holders in the demat account should be same as in the account from which shares were tendered in open offer
5	In case of death of sole holder / all holders	<ol style="list-style-type: none"> a. Attested copy of Death Certificate of the sole shareholder / all shareholders. b. Attested copy of the Succession Certificate / Court Decree / Administrator General's Certificate / Probate of Will / Letters of Administration. One of these legal documents is mandatory to be submitted, if the market value of HPIL shares to be credited is above Rs.2 lakhs. c. Transaction Statement evidencing the transfer of shares from the demat account of the deceased holder in which dematerialized to the account of Legal Heirs, duly certified by the Depository Participant. d. Identity proof and address proof of all legal heirs would be required. 	<ol style="list-style-type: none"> a. Attested copy of Death Certificate of the sole shareholder / all shareholders. b. Attested copy of the Succession Certificate / Court Decree / Administrator General's Certificate / Probate of Will / Letters of Administration. One of these legal documents is mandatory to be submitted, if the market value of HPIL shares to be credited is above Rs.2 lakhs. c. Transaction Statement evidencing the transfer of shares from the demat account of the deceased holder from which the shares were tendered in the Open Offer to the current demat account of the legal heirs duly certified by the Depository Participant d. Letter from the depository participant confirming the transfer of shares from the deceased holder account to the demat account of the Legal heirs.
6	In case of Non-Resident Shareholders or where the account has been changed from Resident to Non-Resident with repatriation benefits	<ol style="list-style-type: none"> a. Copy of RBI Approval granting permission to hold shares of erstwhile VSNL. b. Copy of SEBI Registration Certificate for FII. c. Certificate of Residency. 	<ol style="list-style-type: none"> a. Copy of RBI Approval granting permission to hold shares of erstwhile VSNL. b. Copy of SEBI Registration Certificate for FII. c. Certificate of Residency.
7	In case of change of address	<ol style="list-style-type: none"> a. Documentary evidence such as attested copy of Aadhaar Card / Valid Passport / Telephone Bill (only Landline) / Electricity bill which is not more than 3 months old is required to be submitted for the new address. b. Documentary evidence towards old address can include the original dividend counterfoil or letter from banks on its letterhead stating the old and new address, duly signed by the Bank Manager under his Official Seal 	<ol style="list-style-type: none"> a. Documentary evidence such as attested copy of Aadhaar Card / Valid Passport / Telephone Bill (only Landline) / Electricity bill which is not more than 3 months old is required to be submitted for the new address. b. Documentary evidence towards old address can include the original dividend counterfoil or letter from bank on its letterhead stating the old and new address, duly signed by the Bank Manager under his Official Seal. c. For shares tendered in electronic form, a Letter from Depository Participant stating the old and new address can be submitted.

-----TEAR ALONG THIS LINE-----

All queries in this regard to be addressed to the Registrar
at the following address quoting your Reference No., Folio No. / DPID / Client Id

TSR DARASHAW CONSULTANTS PRIVATE LIMITED

Panatone Finvest Limited (VSNL – Open Offer)

6, Haji Moosa Patrawala Industrial Estate, 20, Dr. E. Moses Road, Mahalaxmi (West), Mumbai 400011
Email: csg-unit@tsrdarashaw.com; Tel. No. : +91-22 66568484 Extn. : 425; Fax No. : +91-22 66568494