

## BUY BACK OF SECURITIES

### DO'S

- ✓ Read the special resolution regarding the proposed buy back in detail and then vote for it.
- ✓ Compare the price offered in buy back with market price during last few months,
- ✓ Earning per Share, Book Value etc.
- ✓ Determine whether the price offered is reasonable.
- ✓ Read the instructions for making the application for tendering of shares carefully and follow them.
- ✓ Ensure that your application reaches the collection centre well within time.
- ✓ If you don't get the letter of offer within reasonable period, contact the Merchant Banker.
- ✓ Mention all details as required in the letter of offer legibly.
- ✓ Furnish all the documents asked for in the letter of offer.
- ✓ Send application through the mode (post/courier/hand delivery/ ordinary post etc.) specified in the letter of offer.
- ✓ Contact Merchant Banker (MB) if no response is received from company/ MB regarding consideration for tendered shares within stipulated time.
- ✓ Contact Compliance Officer mentioned in the letter of offer in case of any grievance against the company.
- ✓ Contact the Registrar of Companies in case you feel that provision of the Companies Act has been violated.
- ✓ Contact the Merchant Banker in case of any grievance against the procedure followed in buy back.

### DONT'S

- × Don't submit multiple applications.
- × Don't forget to fill up the application legibly.
- × Don't mutilate the application form.
- × Don't cross/ cut in the application form.
- × Don't send the application at wrong address.
- × Don't send the application after the close of offer.
- × Don't forget to give complete information in the application form.
- × Don't forget to sign on application form.
- × Don't give wrong/ contradictory information on the application form.