

HARDCASTLE & WAUD MANUFACTURING COMPANY LIMITED

Regd. Off.: Mall Office, 2nd Floor, Metro Junction Mall of
West Pioneer Properties (India) Pvt. Ltd, Netivali, Kalyan (E), Thane – 421306

E-mail Id: ho@hawcoindia.com

Website: www.hawcoindia.in

CIN: L99999MH1945PLC004581

Tel. No.: 022-22837658-62

Date: 31.03.2026

DEAR SHAREHOLDERS

The Securities and Exchange Board of India (SEBI) vide its circular bearing nos. HO/38/13/(3)2026-MIRSD-POD/I/3763/2026 dated 30.01.2026 and SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated 25.1.2022 has mandated that listed entities shall henceforth issue the securities in dematerialized form only while processing the following service request of the shareholders/claimant:

1. Issue of duplicate Securities Certificate;
2. Claim from Unclaimed Suspense Account;
3. Renewal / Exchange of Securities Certificate;
4. Endorsement;
5. Sub – division / Splitting of Securities Certificate;
6. Consolidation of Securities Certificates / Folios;
7. Transmission;
8. Transposition.

In terms of the said circulars, shareholders/claimants are requested to submit dully filled up Form ISR 4 (Format enclosed) to the Company's Registrar and Share Transfer Agent (RTA) i.e. MUFG Intime India Private Limited (Formerly known as Link Intime India Private Limited) along with the original Share Certificate(s), if applicable, while placing any of the abovementioned requests with the RTA. For item nos. 3 to 8 from the abovementioned the RTA shall obtain the original securities certificate(s) for processing of service requests.

The investor service request shall be accompanied with a copy of the latest Client Master List ("CML") of the demat account. Such CML shall not be older than two months and shall be duly attested by the Depository Participant ("DP"). Also a duly filled in demat conversion request form shall be submitted by the investor along with the service request to the RTA.

The RTA/Issuer Company shall verify and process the service requests and thereafter issue securities to the securities holder/claimant in dematerialised form, directly in the demat account of the securities holder/claimant, within prescribed time limit of its receipt of such request after removing objections, if any.

For Hardcastle & Waud Manufacturing Company Limited

Company Secretary

Encl.: a/a

Form ISR-4

Request for issue of Duplicate Certificate and other Service Requests

(for Securities - Shares / Debentures / Bonds, etc., held in physical form)

Date: ___ / ___ / ____

A. Mandatory Documents / details required for processing all service request:

I / We are submitting the following documents / details with respect to service request (tick ✓ as relevant, refer to the instructions):

- Demat Account

No.:

Provide latest Client Master List (CML) of your Demat Account, not older than two months, attested by the Depository Participant*

Also, provide duly filled-in demat conversion request form.

- Provide the following details, if they are not already available with the RTA (see [SEBI circular dated November 03, 2021](#) in this regard)

PAN	Specimen Signature
Nomination / Declaration to Opt-out	

* (Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your CML). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use [Form ISR-1](#) in [SEBI circular dated November 03, 2021](#).

B. I / We request you for the following (tick ✓ relevant box)

<input type="checkbox"/> Issue of Duplicate certificate	<input type="checkbox"/> Claim from Unclaimed Suspense Account
<input type="checkbox"/> Replacement / Renewal / Exchange of securities certificate	<input type="checkbox"/> Endorsement
<input type="checkbox"/> Sub-division / Splitting of securities certificate	<input type="checkbox"/> Consolidation of Folios
<input type="checkbox"/> Consolidation of Securities certificate	<input type="checkbox"/> Transmission
<input type="checkbox"/> Transposition (<i>Mention the new order of holders here</i>)	
<input type="checkbox"/> Claim from Suspense Escrow Demat Account	

C. I / We are enclosing certificate(s) as detailed below**:

Name of the Issuer Company	
Folio Number	
Name(s) of the security holder(s) as per the certificate(s)	1. 2. 3.
Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

** Wherever applicable / whichever details are available

D. Document / details required for specific service request:

- I. Duplicate securities certificate
- II. Claim from Unclaimed Suspense Account

Securities claimed	(in numbers) (in words)
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- III. Replacement / Renewal / Exchange of securities certificate
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- IV. Endorsement
- V. Sub-division / Splitting of securities certificate
- VI. Consolidation of securities certificate/Folios
- VII. Transmission
- VIII. Transposition
- IX. Claim from Suspense Escrow Demat Account

Securities claimed	(in numbers) (in words)
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Provide / attach original securities certificate(s) for request for item numbers III to VIII above.

Declaration: All the above facts stated are true and correct to best of my / our knowledge and belief.

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature	✓	✓	✓

Name	✓	✓	✓
Full address	✓		
PIN	✓ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

After processing the service request, the RTA/listed company shall issue the securities to the security holder/claimant only in demat mode, directly in the demat account of the security holder/claimant, within 30 days of receipt of service request.