

## **Investor FAQs**

Q. When was CL Educate Limited incorporated?

A. CL Educate Limited was incorporated on April 25, 1996.

Q. What is the Corporate Identification Number of the Company?

A. Corporate Identification Number of the Company is L74899DL1996PLC078481.

Q. What is CL Educate's ISIN Code?

A. ISIN Code of the Company is INE201M01011.

Q. What is the address of the Registered office of the Company?

A. The registered office of the Company is situated at 'A-41, Espire Building, Lower Ground Floor, Mohan Co-operative Industrial Area, Main Mathura Road, New Delhi-110044'.

Q. When did CL Educate Ltd. have its Initial Public Offer (IPO) and at what price?

A. CL Educate went public in the month of March, 2017 at an issue price of Rs. 502/-per share.

Q. On which Stock Exchanges the shares of CL Educate Ltd. are listed and traded?

A. The equity shares of the Company are listed and traded at National Stock Exchange of India Limited & BSE Limited. Scrip Code: 540403, Scrip Symbol: CLEUCATE

Q. What is the face value of the Shares of the Company?

A. The face value of the Equity Shares of the Company is Rs.10/- per share.

Q. What is the paid-up capital of the Company?

A. The paid-up capital of the Company as on date is Rs.14,16,56,780/- divided into 1,41,65,678 equity shares of Rs.10/- each.

Q. What is the level of dematerialization of shares as on date?

A. 98.58% (approx.) of the paid-up share capital of the Company is in dematerialized form as on March 31, 2018.

Q. What is Demat and how do I Demat my shares?

A. Dematerialization (or Demat) signifies the conversion of a share certificate from its present physical form to electronic form for the same number of holdings.

For dematerialization of shares, please open an account with a Depository Participant (DP) and obtain a unique Client ID number. Thereafter, kindly fill up a Dematerialization Request Form (DRF) provided by the DP and surrender the physical shares certificate intended to be dematted to the DP. Upon receipt of the shares certificate and the DRF, the DP will send an electronic request through the Depository to the Company for confirmation of demat. Each request will bear a unique transaction number. Simultaneously, the DP will surrender the DRF and the shares certificate to the Ccompany with a

covering letter requesting to confirm the demat. After verifying the documents received from the DP, the Company will confirm the demat to the Depository.

This confirmation will be passed on from the Depository to the DP, which holds your account. After receiving this confirmation from the Depository, the DP will credit the account with the dematerialized shares. The DP will then hold the shares in the dematerialized form on your behalf and you become the beneficial owner of these dematerialized shares.

Q. Are shares of CL Educate Limited required to be traded compulsorily in Demat form? Can a shareholder hold the shares in physical form?

A. Yes, the shares are required to be traded compulsorily in Demat Form.

Pursuant to amendment, vide Gazette notification dated June 8, 2018, in Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 SEBI has mandated that the transfer of securities are to be carried out in dematerialized form only. No Physical transfer of securities shall be lodged, on and with effect from **December 5, 2018**. Further, for trading (buying and selling) of shares a shareholder has to hold his holding in demat mode only. Yet, the shareholders of the Company can hold the shares in Physical form, but no transfer of securities shall be lodged, on and with effect from **December 5, 2018**. Therefore, it is advisable that the shareholders hold and trade the shares in Demat form only.

Q. When does CL Educate's financial year end?

A. The Company's financial year runs from April 01 to March 31.

Q. Who are the Registrar & Transfer Agents of the Company?

A. The Registrar & Transfer Agent of the Company is Karvy Computershare Private Limited

Karvy Selenium Tower B, Plot 31-32, Gachibowli,  
Financial District, Nanakramguda, Hyderabad 500032, Telangana, India  
Tel: +91 (40) 6716 2222 / Fax: +91 (40) 2343 1551  
Website: <http://karisma.karvy.com>

Q. Who can be reached in Secretarial Department at the Office? Whether the Company has designated e-mail ID of the grievance redressal division/compliance officer exclusively for the purpose of registering complaints by the Investors?

A. Ms. Rachna Sharma, Company Secretary & Compliance Officer of the Company can be reached for the redressal of Investor grievances at the Corporate office of the Company, either by email at [compliance@cleducate.com](mailto:compliance@cleducate.com) or by phone at +91-(11)-41281100.

Q. From where the information on the financial results of the Company be obtained?

A. The quarterly/half-yearly/annual results of the Company are uploaded on the website of the Company and can be obtained from the below mentioned link:

<http://www.cleducate.com/financial.html>

Q. Who are the Statutory Auditors, Cost Auditors, Secretarial Auditors and Internal Auditors of the Company?

A. The following are the auditors of the Company:

Statutory Auditors:- M/s. Haribhakti & Co., Chartered Accountants

Cost Auditors:- M/s. Sunny Chhabra & Co., Cost Accountants

Secretarial Auditors:- M/s. S. Anantha & Ved LLP, Company Secretaries  
Internal Auditors:- Genpact Enterprise Risk Consulting LLP (Earlier known as Axis Risk Consulting Services Private Limited)

Q. How can I transfer my shares?

A. The Company has appointed Karvy Computershare Private Limited as its Registrar and Transfer Agent and the aspect related to Registration of Share Transfer is carried out at its office situated at:

Karvy Computershare Private Limited  
Karvy Selenium Tower B, Plot 31-32, Gachibowli,  
Financial District, Nanakramguda, Hyderabad 500032, Telangana, India  
Tel: +91 (40) 6716 2222 / Fax: +91 (40) 2343 1551  
Website: <http://karisma.karvy.com>

The members are requested to lodge the shares, either by personal delivery or through registered post/courier at the above mentioned address. The members are further requested not to hand over their shares at Branch offices or other offices of our Company.

Pursuant to amendment, vide Gazette notification dated June 8, 2018, in Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 SEBI has mandated that the transfer of securities are to be carried out in dematerialized form only. No Physical transfer of securities shall be lodged, on and with effect from **December 5, 2018**.

Q. What is the stamp duty payable on transfer of shares?

A. **Shares held in Physical Form:** The stamp duty applicable on share transfer is at 0.25% of the market value/ the total consideration, (*whichever is higher*), as on the date of execution of the transfer deed. Share Transfer Stamps can be obtained from the authorized stamp vendors. Your share broker can also help you in this regard. Alternatively, you can get the Transfer Deed franked with the requisite stamp fee by any bank where franking services are available.

Pursuant to amendment, vide Gazette notification dated June 8, 2018, in Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 SEBI has mandated that the transfer of securities are to be carried out in dematerialized form only. No Physical transfer of securities shall be lodged, on and with effect from **December 5, 2018**.

**Shares held in Demat Form:** No stamp duty is required to be paid in case of transfer of shares which are held in Demat form.

Q. How should one proceed to get the transfer registered in case of gift of shares? Does it attract stamp duty?

A. **Shares held in Physical Form:**

The procedure for registration of shares gifted is same as the procedure for a normal transfer. The stamp duty payable for registration of gifted shares is at 0.25% of of the face value or the market value of the

shares prevailing as on the date of the document, if any, conveying the gift or the date of execution of the gift deed, *whichever is higher*.

Pursuant to amendment, vide Gazette notification dated June 8, 2018, in Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 SEBI has mandated that the transfer of securities are to be carried out in dematerialized form only. No Physical transfer of securities shall be lodged, on and with effect from **December 5, 2018**.

#### **Shares held in Demat Form:**

The procedure for registration of shares gifted is the same as the procedure for transfer of shares in demat form in off-market mode. Request you to approach your Depository Participant with whom you are maintaining your Demat account.

Q. What procedure is to be followed to get the details such as Registered Address, E-mail ID, Nomination, Bank Details etc. changed?

A. **Physical shares:** A formal request duly signed by the registered shareholder stating the new/ updated details should be sent to the RTA or to the Company.

**Dematerialized shares:** The request for the same has to be sent to your Depository Participant with whom you are maintaining your Demat account.

Q. Can there be multiple addresses for one single folio?

A. No, multiple addresses for one single folio is not allowed.

Q. What action should I take if I have not received dividend?

A. The members are requested to contact the Company's Secretarial Department/RTA in case of non-receipt of dividend and furnish the particulars of the dividend not received, mentioning the folio number/client ID (in case of dematerialized shares). In case the dividend is not paid, we will issue a duplicate dividend warrant.

Q. What are the different modes of dividend remittances?

A. The Company may provide the facility for remittance of dividend to shareholders through "payable-at-par" Warrants or Cheques / NECS (National Electronic Clearing Service) / RTGS (Real Time Gross Settlement) / NEFT (National Electronic Funds Transfer) etc.

Q. What is the procedure for obtaining a duplicate dividend warrant?

A. If the validity period of the lost dividend warrant has not yet expired, you will have to wait till the expiry date since no duplicate can be issued during the validity of the original warrant. However after the expiry of the validity period, if the dividend warrant is still shown as unpaid in our Bank Statement, we will issue a duplicate warrant / DD to you expeditiously.

Q. Can I claim old dividends relating to past years that I have not received?

A. As per the present law, the Company retains all unpaid/unclaimed dividends for the past seven years. If one has not received any of these dividends, he should write to our RTA, i.e. Karvy Computershare Private Limited providing relevant particulars such as folio number/DP ID & Client ID, concerned dividend, year etc., and the Company shall arrange to pay the dividend remaining unpaid in the records.

Q. What is the procedure to be followed for getting the dividends directly to my bank account through NECS/ NEFT/RTGS?

**Physical shares:**In case the shares are held in physical form, a formal request duly signed by the registered shareholders along with a copy of the cancelled Cheque along with details of Account no., Bank Name, Address, MICR code, IFSC code of your bank should be sent to the Company or to RTA.

**Dematerialized shares:** In case, you are holding shares in electronic form in a Demat account, the above request should be sent to your Depository Participant with whom you are maintaining your Demat account.

Q. What procedure is to be followed for transmission of shares?

**Physical Shares:** In case of joint holding or where a Nominee is registered, the surviving shareholder(s) is/are required to submit a request letter supported by the duly Notarized copy of the death certificate and original share certificates to the Company or the RTA.

In case there exists no joint holder or nominee, the legal heirs are required to submit the following documents to the Company or its RTA.

Formal request letter

Duly notarized death certificate.

Duly notarized copy of the Probate of the Will /Succession certificate issued by the Court.

Original Share certificates.

Self-attested copies of the PAN cards of the legal heirs

**Dematerialized shares:** In case the shares are held in electronic form, in a Demat account, you are requested to approach the Depository Participant with whom you are maintaining your Demat account.

Q. How to get the shares transmitted in case of joint holding in the event of death of one shareholder, in the favour of the surviving shareholder?

A. **Physical Shares:** The surviving shareholder(s) is/are required to submit a request letter supported by a self-attested copy of pan card of all surviving holders, an attested copy of the Death Certificate of the deceased shareholder and the relevant share certificates to the Company/RTA.

The Company, on receipt of the said documents, will delete the name of deceased shareholder from its records and return the share certificates to the applicant/registered holder with the necessary endorsement.

**Dematerialized shares:** In case, the shares are held in electronic form, in a Demat account, you are requested to approach the Depository Participant with whom you are maintaining your Demat account.

Q. What is the procedure to be followed to obtain duplicate share certificated in case of loss/ misplace of shares?

A. The members are requested to inform the Company's Secretarial Department/RTA immediately about the loss of share certificates, with the folio number and, if available, details of share certificates. We shall immediately mark a caution on your folio to prevent any further transfer of shares covered by the lost share certificates.

The Company, on receiving intimation about loss of certificates, will issue the duplicate certificate, if the required formalities are complied with.

Q. What is the procedure to be followed to split/consolidate the shares into marketable lot?

A. The members have to forward their share certificates along with a request letter signed by all the registered shareholder/s and we shall split/consolidate the share certificates accordingly. The share certificate(s), after split /consolidation will be sent to your registered address.

Q. Can a person holding more than one folio in the same name, consolidate folios?

A. Yes, a person holding more than one folio in the same name may consolidate the folios. For the same a request letter, duly signed by all the registered holders, along with the share certificates which you wish to merge are to be forwarded to the Company. We shall accordingly 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 and/or in the same order of identical names (in case of joint-holding) and bear the same address.

Q. Can order of names appearing in the joint shareholding be changed?

A. Yes, the order of names appearing in the joint shareholding can be changed.

**Physical Shares:** For the same, a request letter, duly signed by all the joint-holders as per the specimen signatures recorded with the Company, along with the share certificates are to be forwarded to the Company.

**Dematerialized shares:** In case, the shares are held in electronic form you are requested to approach the Depository Participant with whom you are maintaining your Demat account.