

Transfer of Shares (Only for physical shares)

Q. 1 I have purchased Hexaware shares. How do I get them registered? How long will it take?

You will have to send the share certificates along with the Share Transfer Deed, (available with Stock Exchange/Share Brokers) duly filled in, executed and make payment of stamp duty on Share Transfer deed at 0.25% of the market value on the date of execution of the transfer deed.

The shares, along with the Share Transfer Deed will have to be sent to us at the following address, Karvy Computershare Private Limited, Karvy House, #46, Avenue 4, Street No.1, Banjara Hills, Hyderabad 500 034.

Q. 2 I would like to gift some shares to my children/relatives. How do I get them registered in their names? Does it involve stamp duty?

The procedure of registration of shares gifted is same as the procedure for a normal transfer. The stamp duty is also applicable in case of gifted shares, and the duty is at 0.25% of the market value prevailing on the date of execution of the transfer deed by the transferee.

Q. 3 Where should I send the shares for transfer?

The Registrar and Share Transfer Agent only carry out Registration of Share Transfer. You will have to lodge the shares, either by personal delivery or through post/reputed courier. The address of the RTA is as follows:

**Karvy Computershare Pvt. Ltd.
Karvy Selenium, Tower B, Plot 31-32, Gachibowli,
Financial District, Hyderabad - 500 032
P : +91 040 67161632**

Q. 4 What is the stamp duty on shares? Where do I get these stamps?

The stamp duty applicable on share transfer is at 0.25% on the market value on the date of execution of the transfer deed. You can do franking on Share Transfer form or make payment of stamp duty at the Stamp duty office or of the Share Transfer Stamps can be obtained from the authorized stamp vendors. Your share broker can also help you in this regard.

Q. 5 How do I ensure that the Transfer Deed is complete before sending it to the company?

Please fill in all the columns of the transfer deed, sign as transferee at appropriate places, make payment of Stamp duty or affix share transfer stamps at 0.5% of the market value on the date of execution of the transfer deed. Please ensure that the transfer deed is duly filled in and executed as explained, to avoid any discrepancy/objection on lodgment.

Q. 6 I want to add another joint-holder name to my shareholding. What is the procedure that I should follow?

You have to execute a transfer deed, duly stamped and submit the same to the Registrar and Share Transfer Agent for transfer. Please note that such addition of name amounts to change in ownership of shares and the procedure for transfer as defined in Q. No. 3 has to be followed.