

BY HAND DELIVERY



HOUSING DEVELOPMENT FINANCE CORPORATION LIMITED
www.hdfc.com

Ref. No. SE/2022-23/35

May 2, 2022

BSE Limited
P. J. Towers,
Dalal Street,
Mumbai 400 001.

National Stock Exchange of India Limited
Exchange Plaza, Plot No. C/1,
Bandra-Kurla Complex, Bandra (East),
Mumbai 400 051.

Kind Attn: – Sr. General Manager
DCS - Listing Department

Kind Attn: Head - Listing

Dear Sirs,

Sub: Tripartite Agreement under Regulation 7 (4) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

We refer to our intimation dated April 1, 2022 vide which it was intimated that the Corporation had on March 31, 2022 entered into an agreement with Link Intime India Private Limited, the RTA of the Corporation in terms of Regulation 7(4) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

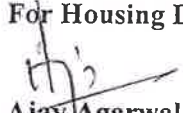
In this connection, please find enclosed a copy of the said tripartite agreement executed amongst the Corporation, Link Intime India Private Limited and Investor Services Department (in-house Category II Share Transfer Agent) of the Corporation.

We request you to take note of the above and arrange to bring this to the notice of all concerned.

Thank you,

Yours faithfully,

For Housing Development Finance Corporation Limited


Ajay Agarwal
Company Secretary

Encl.: As above



Corporate Office: HDFC House, H T Parekh Marg, 165-166, Backbay Reclamation, Churchgate, Mumbai 400 020.
Tel.: 66316000, 22820282. Fax: 022-22046834, 22046758.

Regd. Office: Ramon House, H T Parekh Marg, 169, Backbay Reclamation, Churchgate, Mumbai 400 020. INDIA.
Corporate Identity Number: L70100MH1977PLC019916



महाराष्ट्र MAHARASHTRA

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BM 834760

प्रधान मुद्रांक कार्यालय, मुंबई
प.म. वि. क्र. 1.0000090
5 24 MAR 2022
सक्षम अधिकारी

श्रीमती. एस. वि. मसुरकर

This Stamp paper forms an integral part of Tripartite Agreement entered into between Housing Development Finance Corporation Limited, Investor Services Department (In house STA of HDFC Ltd) and Link Intime India Pvt. Ltd. on March 31, 2022.



जोडपत्र - २ Annexure - II

दस्ताचा प्रकार **AGREEMENT**

HDFC LIMITED

HDFC HOUSE, H. T. PAREKH MARG,
165 - 166, BACKBAY RECLAMATION,
CHURCHGATE,
MUMBAI - 400 020.

दस्त मोंदणी क. आहेत का ? **YES/NO**

मिळकतीचे तारीख -

मुद्रांक विक्रीत पोषाण्याची जाण

दुसऱ्या पक्षकाराचे नाव

हस्ते असल्यास त्याचे तारखेचे नाव

मुद्रांक शुल्क रक्कम

मुद्रांक विक्रीत जाईल असे असेल किंवा/किंवा

मुद्रांक विक्रीत पोषाण्याची जाण

मुद्रांक विक्रीत पोषाण्याची जाण

परवाना क्रमांक : ८००००९०

मुद्रांक विक्रीचे नाव/पत्ता : श्री. कल्पेश देवजी गाला

शॉप नं. ४, भाग्योदय बिल्डिंग, ७९ ब्रिगेड रोड, मलबार रोड, मुंबई-४०० ००९.

ज्या कारणासाठी ज्यांनी मुद्रांक खरेदी केला त्यांनी त्याच नावावरून

मुद्रांक खरेदी केल्यापासून ६ महिन्यांत वापरणे बंधनकारक आहे

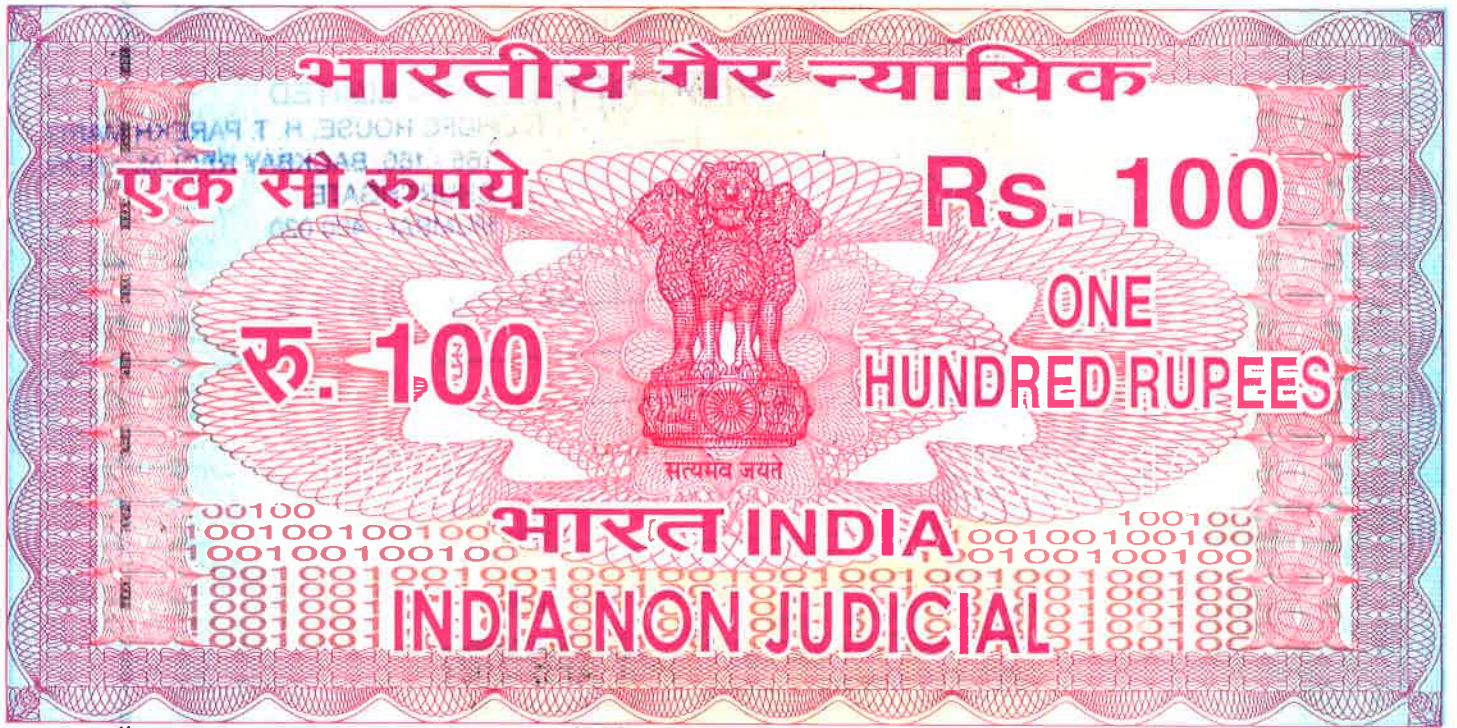
Link Intime Pvt Ltd

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1 APR 2022

1 APR 2022



महाराष्ट्र MAHARASHTRA

2022

05AA 237972

प्रधान मुद्रांक कार्यालय, मुंबई
प.मु.वि.क्र. ८००००९०
24 MAR 2022
सक्षम अधिकारी

श्री. ए. ए. वि. नरुकर

This stamp paper forms an integral part of Tripartite Agreement entered into between Housing Development Finance Corporation Limited, Investor Services Department (HDFC Ltd.) (in house STA of HDFC Ltd.) and Link Intime India Pvt. Ltd. on March 31, 2022.



जोडपत्र - २ Annexure - II

देस्तावापरकार	AGREEMENT	HDFC LIMITED
दस्त नोंदणी करणार आहेत का ?	YES/NO	HDFC HOUSE, H. T. PAREKH MARG,
मिलकतीचे वर्णन -		165 - 166, BACKBAY RECLAMATION,
मुद्रांक विकत घेणाऱ्याचे नाव		CHURCHGATE,
दुसऱ्या पक्षाचे नाव		MUMBAI - 400 020.
हस्ते असल्यास त्याचे नाव व पत्ता	Link Indira Pvt Ltd	
मुद्रांक शुल्क किती?		
मुद्रांक विकत घेतलेला दिनांक	1093	
मुद्रांक विकत घेणाऱ्याची सही		
मुद्रांक विकत घेतलेली सही		
परवाना क्रमांक : ८००००९०		
मुद्रांक विकत घेतलेला नाव/पत्ता : श्री. वसुधा देवजी गाला		
शॉप नं. ४, भावार्थीय बिल्डिंग, ७९ मनीषास नारदर रोड, कोर्ट, मुंबई - ४०० ००९		
ज्या कारणासाठी ज्यांनी मुद्रांक खरेदी केला	1 APR 2022	
मुद्रांक खरेदी केल्यापासून ६ महिन्यात वापरणे बंधनकारक आहे		

1 APR 2022

**TRIPARTITE AGREEMENT BETWEEN THE ISSUER/IN-HOUSE SHARE DEPARTMENT OF
HOUSING DEVELOPMENT FINANCE CORPORATION LIMITED AND NEW REGISTRAR TO
AN ISSUE AND SHARE TRANSFER AGENT**

This Tripartite Agreement (hereinafter referred to as the '**Agreement**') is entered into on this 31st day of March, 2022, at Mumbai between **Housing Development Finance Corporation Limited**, a Company incorporated and registered under the provisions of the Companies Act, 1956 and having its Registered Office at Ramon House, H. T. Parekh Marg, 169, Backbay Reclamation, Churchgate, Mumbai 400020 (address) (hereinafter collectively referred to as the '**Issuer**'), which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its executors, administrators, legal representatives and successors in title, as the case may be, of the First Part;

AND

Investor Services Department, In-House Share Department of Issuer (Securities and Exchange Board of India registered share transfer agent) and having its office at 5th Floor Ramon House, H.T. Parekh Marg, 169, Backbay Reclamation, Churchgate, Mumbai 400020 (hereinafter referred to as the "**in-house share department of HDFC**" "**Existing STA**"), which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its executors, administrators, legal representatives and successors in title, as the case may be, of the Second Part;

AND

Link Intime India Private Limited (Securities and Exchange Board of India registered share transfer agent) and having its office at C-101, 247 Park, L. B. S. Marg, Vikhroli (West), Mumbai 400083 (hereinafter referred to as the '**New STA**'), which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its executors, administrators, legal representatives and successors in title, as the case may be, of the Third Part;

WHEREAS

1. The securities of the Issuer are listed on BSE Limited and National Stock Exchange of India Limited and has over eight lac shareholders and has to render services relating to transfer, transmission etc., in accordance with its Articles of Association.
2. The Issuer had an in-house Investor Services Department managing services related to its shareholders and is registered with the Securities and Exchange Board of India as 'Category II - Share Transfer Agent' having permanent Registration No. INR000003159 (**hereinafter referred to as "in-house share department of HDFC" "Existing STA"**) The Issuer has appointed New STA w. e. f. April 1, 2022 as per the Resolution passed by the Board of Directors of the Issuer at its meeting held on November 1, 2021.
3. The New STA is a Securities and Exchange Board of India registered share transfer agent having registration no. : INR000004058 and the Issuer has approached the New STA to act as its share transfer agent and the New STA has accepted the assignment.

In terms of regulations 9A (1) (b) of Securities and Exchange Board of India (Registrar to an Issue and Share Transfer Agent) Regulations, 1993, the New STA and the Issuer have entered into an agreement dated 31/03/2022

4. In terms of regulation 7(4) of Securities and Exchange Board of India (Listing Obligation and Disclosures Requirements) Regulations, 2015, the Issuer is required to enter into an Agreement with the Existing STA and New STA at the time of appointment of New STA/change of STA.

NOW THEREFORE the Issuer and the New STA do hereby agree as follows:

5. The work of the Existing STA shall stand discontinued from April 1, 2022. Thereupon New STA shall undertake all activities pertaining to the Securities of the Issuer.

In terms of Clause 23 of Code of Conduct for Registrar to an Issue and Share Transfer Agents as given in Schedule III of regulation 13 of Securities and Exchange Board of India (Registrars to an Issue And Share Transfer Agents) Regulations, 1993, the Existing STA has handed over all the records/data and documents which are in its possession and in its capacity as a share transfer agent to the New STA, within one month from the date of appointment of New STA.

6. The Issuer had appointed an independent auditor to carry out sample check of the records / data and documents to be hand over by Existing STA. The Existing STA had ensured and certified completeness of all records of the Issuer (stored in Physical and/or electronic form) at the time of handover to the New STA.
7. The Existing STA had allowed the auditors appointed by the Issuer and New STA to inspect the records / data and documents to be handed over to the New STA/Issuer.
8. The Existing STA has handed over the records / data and documents (as enumerated in Annexure I hereto) of current financial year (FY2021-22) to New STA and rest of the records / data and documents, if any, has been retained by the Issuer.
9. The Issuer and the Existing STA has ensured that all records / data and documents along with computer data have been properly handed over to the New STA. The responsibility of the New STA shall commence on April 1, 2022.
10. The Existing STA has handed over the check list as per Annexure-I to the New STA prior to the audit. The Existing STA has handed over the records / data and documents (as per Annexure-I) duly catalogued and indexed to the New STA under intimation to the Issuer. The Existing STA has elaborately listed out all the missing records / data and documents in the Annexure-I enclosed. The Existing STA has also mentioned whether the said records / data and documents were missing at the time of their appointment as share transfer agent or the same were handed over to them by the Issuer / previous share transfer agent and records / data and documents have been subsequently misplaced at their end.
11. The New STA has acknowledged the receipt of the records / data and documents and has performed a sample check on the records / data and documents.
12. The discrepancies, if any, have been brought to the notice of the Existing STA and the issue and have been incorporated in the Annexure – I.
13. The New STA have been brought to the notice of one Show Cause Notice dated December 29, 2021 received by the Issuer (In-house RTA) from Securities and Exchange Board of India alleging certain non-compliance with certain procedural requirements under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the SEBI (Registrars to an Issue and Share Transfer Agents) Regulations, 1993 and certain related circulars thereunder which have been contested by the Issuer (In-house RTA). SEBI vide an order passed on March 30, 2022 has disposed off the said Show Cause Notice without levying any penalty.
14. The Capital reconciliation of the Issuer (i.e. Issued Capital = NSDL holding + CDSL holding + physical shareholding) has been carried out by the New STA. The Existing STA has provided such capital reconciliation for data being handed over as on cut-off date i.e. March 25, 2022.
15. The New STA shall process various investor requests by using the data as provided by the in-house department of HDFC in good faith.



16. The Existing STA has provided its full co-operation to resolve the discrepancies in the records ' data and documents and has provided complete and clear explanation for discrepancies in the records / data and documents, if any to the New STA.
17. The Existing STA has extended necessary co-operation for shifting of ISIN to New STA as also for conversion of soft data as per file formats required for seamless loading by the New STA, to resolve gaps and/or discrepancies observed in the records / data and documents being handed over.
18. The Existing STA has fully co-operated with the New STA and Issuer during the transition period for the change of share transfer agent.
19. The in-house share department of Issuer has performed all the activities of share transfer agent till cut-off date.
20. All the liabilities / responsibilities prior to April 1, 2022 pertaining to share transfer work shall be borne by the Issuer / Existing STA, as applicable. The New STA will not under any circumstance be held liable for the said period (Prior to April 1, 2022). Similarly, the Issuer / New STA, as applicable will take responsibility for all actions pertaining to share transfer work after the cut-off date and shall be held responsible for any liability arising thereafter, except for the liability that may arise on execution of the activities in good faith, based on the data received from the Issuer/Existing STA.
21. After handing over the records / data and documents, the Existing STA shall preserve soft copy of the shareholders' computer data handed over to New STA for a period of 3 years and thereafter Existing STA will not be responsible for loss of any records pertaining to any such prior period.
22. The soft copy of the data pertaining to shareholders as of cut-off date has been handed over by the Issuer/in-house department of Issuer to the Issuer and New STA and the Existing STA.
23. This Agreement has been signed by the parties only after the in-house department of HDFC has issued the 'No Objection Certificate' to shift the ISIN to New STA. All the items listed in Annexure-I have been checked by the auditor appointed by the Issuer and the New STA. Annexure-I has become a part of this Agreement and has been signed by the Existing STA, New STA and the Issuer.
24. The copy of this Agreement shall be submitted by the Issuer to the stock exchange(s) wherever the Issuer's shares are listed. In terms of the provisions of the Securities and Exchange Board of India (Listing Obligation and Disclosures Requirements) Regulations, 2015, intimation is required to be given to the stock exchange(s) within seven days of entering into the Agreement and the copy of this Agreement is to be tabled at the subsequent meeting of the Board of Directors of the Issuer.
25. All the disputes and the differences that may arise in future as regards this Agreement shall be resolved amicably and expeditiously and if such attempts fail, the same shall be resolved as per the provisions under law, for the time being in force.
26. The provisions of this Agreement shall always be subject to any rules, regulations, guidelines and circulars issued by Securities and Exchange Board of India and other provisions of law in force as amended from time to time.
27. The Issuer shall take special contingency insurance policy to cover risk out of fraud, forgery, errors of commission / omission, etc.
28. Words and expressions which are used in this Agreement, but which are not defined herein shall, unless the context otherwise requires, have the same meaning as assigned thereto in the rules and regulations of the Securities and Exchange Board of India and circulars Issued there under.



This Agreement can be altered, amended and/or modified by the parties mutually in writing without derogating from the contents of this Agreement. Provided however, if the rights and obligation of the parties hereto are altered by virtue of changes in rules and regulations of Securities and Exchange Board of India or bye-laws, rules and regulations of the Stock Exchange(s), such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this Agreement.

IN WITNESS WHEREOF the parties hereinto have set their hands on the day and year hereinabove written.

Signature of Existing STA	Signature of the Issuer	Signature of New STA
Name - Ajay Agarwal Designation - Secretary Date Address: HDFC House, 4 th Floor, B Wing, H T Parekh Marg, 165-166, Backbay Reclamation, Churchgate, Mumbai 400 020.	Name - Ajay Agarwal Designation - Secretary Date Address: HDFC House, 4 th Floor, B Wing, H T Parekh Marg, 165-166, Backbay Reclamation, Churchgate, Mumbai 400 020.	Name - Kartik Neelakantan Designation - Chief Operating Officer Date Address: C-101, 1 st Floor, 247 Park, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai - 400083
Signature of Witness Date	Signature of Witness Date	Signature of Witness Date
Name - Vaishali Vyas Date	Name - Ram A. Gavas Date	Name - B. N. SHARMA Date

Annexure

Sr. No.	Records / Data and Documents Name	Records / Data and Documents Sr. No.	Missing Ranges	Remarks
		From To	From To	

While handing over the records / data and documents, the following shall be listed in the above format.

1. Specimen signatures of the physical shareholders.
2. Original Affidavits along with supporting documents for change in signatures of the holders recorded / to be recorded by the in-house share department of HDFC.
3. Transfer deeds / transmission forms for securities duly transferred / transmitted along with supporting documents. Also photocopies for all objected transfer deeds / transmission forms along with their supporting documents.
4. Pending transfer deeds along with share certificates and supporting documents, received for transfer.
5. Demat / Remat request forms for already dematted / rematted shares.
6. Pending cases for demat / remat, if any.
7. Register & request documents of stop transfers, name correction, transmission, duplicate consolidation / split s/c, nomination, transfers, demat, remat etc.
8. Files for intimation to Stock Exchanges for loss of securities and data of duplicate certificates issued.
9. Register of Power of Attorney cases along with attested copies of the POAs and their specimen signatures.



10. Memorandum and Articles of Association & board resolutions for corporate bodies.
11. Register and file of mandate cases along with soft copy.
12. File of original executed indemnities, Affidavits, etc. along with all supporting documents, received for duplicate certificate issue, refund.
13. File of stop transfer cases, related correspondence/court injunction / other orders, etc.
14. Soft copy of previous year's Annual Return filed with ROC.
15. Allottee registers for all issues (public/rights).
16. Non allottee registers.
17. Allottee and non allottee IPO / Rights applications
18. Bank Schedules.
19. Bulk / UCP Registers.
20. Register of members.
21. Paid / unpaid list for refund / dividend (all years) along with soft copy.
22. Paid / unpaid list for allotment/call money along with soft copy.
23. Reconciliation of refund / dividend accounts.
24. Paid warrants refund / dividend, if being stored by the in-house share department of Issuer.
25. Paid stubs allotment / call money, if being stored by the in-house share department of Issuer.
26. Correspondence with shareholders.
27. File of legal cases / court / consumer forum/CBI/Police cases
28. Files of SEBI / NSE/BSE/ROC queries replies.
29. Undelivered postal articles (share certificates / refund / DDs / Dividend Warrant)
30. Original documents for nominations registered.
31. IEPF Registers.
32. Clause 5A registers
33. Last set of shareholding pattern reports including regulatory submissions (hard or soft copies).

Computer Data

1. Name Master.
2. Certificate Master.
3. Transaction files (td files / demat files from beginning).
4. Allottee / non-allottee data (public /rights /Bonus /split /merger / demerger etc.).
5. Dividend files (all years).
6. Paid / unpaid files for dividend / refund.
7. Refund files.
8. Allotment / call money paid / unpaid files.
9. Signature scanned data if any (compatible with New STA system).
10. Benpos and history file of NSDL & CDSL for previous period.
11. Occupation code list and status code list.
12. Soft data unpaid dividend filed with IEPF for previous years.
13. Data of forfeited shares, if any.
14. 'Stop' master.
15. All other transaction files, like transmission, duplicate certificate, master corrections etc.

Company Specific Information

1. List of Authorised Signatories for transfer and duplicate / new share Certificates.
2. Specific work instructions including limits for Duplicate / TWLR / Issue of new certificates, if any.
3. MIS reporting system.
4. Capital build up history with DNR ranges, along with the details of the issues.
5. Copies of in principle / listing / trading approvals from stock exchanges, if any.
6. Additional documents, if any.





Annexure I

Sr. No.	Records / Data and Documents Name	Records / Data and Documents Sr. No.		Missing Ranges		For the period	Remarks
		From	To	From	To		
1	Specimen signatures of the physical shareholders.						Soft Data shared
2	Original Affidavits along with supporting documents for change in signatures of the holders recorded / to be recorded by the in-house department of HDFC.	4437	4625			FROM 01.04.2021 TO 25.03.2022	10 Books
3	Transfer deeds / transmission forms for securities duly transferred / transmitted along with supporting documents. Also photocopies for all objected transfer deeds / transmission forms along with their supporting documents.	2511	2534	2535	2590	From 03.03.2021 to 25.03.2022	7 Books - Doc No.2535 to 2590 used for transfer to IEPF
		2591	2651				16 Books
4	Pending transfer deeds along with share certificates and supporting documents, received for transfer.	-	-			-	No pending transfer deeds
5	Demat / Remat request forms for already dematted / rematted shares. - NSDL	121803	122196			From 10.02.2021 to 24.03.2022	16 Books - No Remat Cases in the said period
5A	Demat / Remat request forms for already dematted / rematted shares. - CDSL	13053	13333			From 13.03.2021 to 25.03.2022	13 Books
5B	Remat request forms - CDSL	11	19			From 08.08.2014 to 14.03.2022	1 Book
6	Pending cases for demat / remat, if any.	-	-			-	No pending cases
7	Register & request documents of stop transfers, name correction, transmission, duplicate consolidation / split s/c, nomination, transfers, demat, remat etc.						
7A	Change of Name	433	443			From 13.01.2021 to 11.11.2021	3 Books
7B	Re-organisation of shares - Duplicate Certificate (Intimation to stock exchange included)	-	-			-	Refer Sr. No. 12 - The required documents are available with the Duplicate Requests from Doc No. 5770 to 5809
7C	Re-organisation of shares - Replacement of certificate	16022	16202	16142	16197	From 07.06.2019 to 22.02.2022	1 Book - Doc No.16142 to 16197 used for transfer to IEPF
7D	Re-organisation of shares - Split of certificate	273050	273059			From 16.08.2018 to 25.03.2022	1 Book
8	Files for intimation to Stock Exchanges for loss of securities and data of duplicate certificates issued.	Intimation available with duplicate documents					Refer Sr. No. 12 - The required documents are available with the Duplicate Requests from Doc No. 5770 to 5809
9	Register of Power of Attorney cases along with attested copies of the POAs and their specimen signatures.						No registration of POA during the period from 01.04.21 to 31.03.22
10	Memorandum and Articles of Association & board resolutions for corporate bodies.	Not available					
11	Register and file of mandate cases along with soft copy.						Soft Data provided
12	File of original executed indemnities, Affidavits, etc. along with all supporting documents, received for duplicate certificate issue, refund.	5770	5809			From 21.12.2021 to 25.03.2022	17 Books - The required documents are available with the Duplicate Requests in these Books



Sr. No.	Records / Data and Documents Name	Records / Data and Documents Sr. No.		Missing Ranges		For the period	Remarks
		From	To	From	To		
13	File of stop transfer cases, related correspondence/court injunction / other orders, etc.						Soft Data provided
14	Soft copy of previous year's Annual Return filed with ROC.						Soft Data provided
15	Allottee registers for all issues (public/rights).	Not Applicable					
16	Non allottee registers.	Not Applicable					
17	Allottee and non allottee IPO / Rights applications	Not Applicable					
18	Bank Schedules.	Not Applicable					
19	Bulk / UCP Registers.	From 30.01.2021 to 30.03.2021 From 05.04.2021 to 01.07.2021 From 01.07.2021 to 24.09.2021 From 24.09.2021 to 24.12.2021 From 24.12.2021 to 29.03.2022					5 Books
20	Register of members.						Soft Data provided
21	Paid / unpaid list for refund / dividend (all years) along with soft copy.						Soft Data provided
22	Paid / unpaid list for allotment/call money along with soft copy.	NOT APPLICABLE					
23	Reconciliation of refund / dividend accounts.	Year	Final / Interim	No. of Books	From 2014-15 to 2020-21	41 Books	
	7 Years Dividend Account since 2014-15 till 2020-21	2014-15	Interim	3			
		2014-15	Final	4			
		2015-16	Interim	4			
		2015-16	Final	4			
		2016-17	Interim	3			
		2016-17	Final	3			
		2017-18	Interim	3			
		2017-18	Final	4			
		2018-19	Interim	3			
		2018-19	Final	2			
		2019-20	Final	4			
		2020-21	Final	4			
24	Paid warrants refund / dividend, if being stored by the in-house department of Issuer .						Soft Data will be provided
25	Paid stubs allotment / call money, if being stored by the in-house department of Issuer .	NOT APPLICABLE					
26	Correspondence with shareholders.	71070	73953			From 01.04.2021 to 25.03.2022	42 Books
26A	Change in shareholder details - Address	214351	214480			From 23.11.2020 to 16.03.2022	8 Books
26B	Change in shareholder details - Bank Details	209661	209909			From 27.02.2021 to 10.02.2022	10 Books
26C	Change in shareholder details -PAN, Phone No., Email Id. & Correction in Name	204132	204496			From 24.03.2021 to 03.03.2022	12 Books



Sr. No.	Records / Data and Documents Name	Records / Data and Documents Sr. No.		Missing Ranges		For the period	Remarks
		From	To	From	To		
26D	Form ISR 1 - Objection sent	-	-	-	-	From 17.01.2022 to 25.03.2022	9 Books
26E	Form ISR 1 Updated	-	-	-	-	From 17.01.2022 to 25.03.2022	19 Books - These books includes documents under Sr. No. 26A, 26B & 26C Sr. No. 26A - Doc No. 214481 - 214493 / Sr. No. 26B - Doc No. 209910-209991 /Sr. No. 26C - Doc No. 204497-204554
26F	Correspondence for IEPF Transferred Cases	-	-	-	-	From 01.04.2021 to 25.03.2022	21 Books
27	File of legal cases/court/consumer forum / CBI / Police cases.						Till March 31, 2022 - Legal Cases will be handled by the Corporation.
28	Files of SEBI / NSE/BSE/ROC queries replies.						Till March 31, 2022 - Queries will be handled by the Corporation.
29	Undelivered postal articles (share certificates / refund / DDs / Dividend Warrant)						Share Certificates of Live Folios and Transferred to IEPF
30	Original documents for nominations registered.	1074	1279			From 16.11.2021 to 25.03.2022	3 Books
31	IEPF Registers.	All papers relating to Transfer of Unclaimed shares to IEPF				From November 2017 to September 2021	13 Spiral Bound Books of Share Certificates printed for the purpose of Transfer to IEPF
32	Clause 5A registers	Except 3000 shares, all shares from Unclaimed Suspense Account transferred to IEPF					8 Books
33	Last set of shareholding pattern reports including regulatory submissions (hard or soft copies).						
34	Demat NSDL Objection Cases	121818	122201			From 26.02.2021 to 25.03.2022	12 Books
35	Demat CDSL Objection Cases	13044	13334			From 03.03.2021 to 25.03.2022	9 Books
36	Transmission objection Cases	107985	108219			From 09.03.2020 to 21.09.2021	1 Book
		108221	108282			From 05.10.2021 to 11.03.2022	1 Book
37	Form ISR-4 - Sub-division	1	17			From 02.02.2022 to 11.03.2022	1 Book
37	Confirmation letter for KYC	-	-			From 31.01.2022 to 22.02.2022	1 Book
						From 01.03.2022 to 31.03.2022	1 Book
38	Stop Transfer File	-	-			-	1 Box File - Annexure 1 to 31 1 Box File - Annexure 33 to 65 1 Box File - Annexure 67 to 89
39	Stop Transfer Registers (Hand Written)	1	3			-	3 Registers
40	Original Blank Share Certificates of Face Value of Rs. 2	423757	424000			For the period from 01.04.22 onwards.	244 Original Blank Share Certificates for printing



Data Conversion Report				Date	05/04/2022	
1	Client Information					
	Client Name	Housing Development Finance		MOU date		
	Client service location at LIPL	Mumbai		Date of physical data cut off @ previous RTA		
	ISIN	INE001A01036		Date of beneficiary benpos considered for cut off	3/31/2022	
	Temp ISIN	0				
2	Share Capital	1813028276	Face Value	Electronic folios	Physical folios	Total Folios
	Listed and Traced Share capital	1813028276	Rs.2/-	843815	3919	847734
	Pending for listing/trading	0				0
	Total listed & Traded Share capital as on cut off date	1813028276			Any other exchange	Remarks
	BSE -CODE	500010	NSE-Symbol	HDFC	NO	
	Share capital break up received from previous STA	Back office position as of 25/3/22.		Benpos data as on cut off date as off 31/03/2022	Remarks	
	Physical capita	5507113		5507113	Physical	
	Shares in NSDL (Control Account)	1771486705		1771272983	Benpos position as on cut off date i.e. 31/03/22	
	Shares in CDSL (control account)	36034458		36248180	Benpos position as on cut off date i.e. 31/03/22	
	Total Capital	1813028276		1813028276		
	Difference if any	0		0	Difference at the time of conversion in benpose data	
			Status	DN upload done by	Remarks	
	DN upload status	Y/N	Y	Previous RTA	Initial uploaded DN & Static uploaded data not received.	
	DN uploaded data available	Y/N	Y			
	DRN/RRN History data	Y/N	Y			
	Capital History data	No of shares	Date of Allotment /extinguishment	No of records	Remarks	
	IPO Issue data	0	Not received		N.A	
	Rights Issue data	0	Certificate numbers and dist.nos are available in master, but allotment data is not received		N.A	
	Bonus issue data	0	Certificate numbers and dist.nos are available in master, but allotment data is not received		N.A	
	Amalgamation/Merger data	0	N.A.		N.A	
	Data of previous face value on stock split	0	Received		OLD Face Value of Rs.100 & Fv 10 received	
	Preferential allotment data	0	Not received			
	Buy back data		N.A.		N.A	
	Forefeiture of shares	0	N.A.		N.A	
	Exchange data	0	N.A		N.A	
3	Other History data	Period			Remarks	
		From	To	Total No of benpos	No of Missing benpose	No of solicited benpose(if any)
	NSDL Benpos	08/04/2016	31/03/2021			Not Received
	CDSL Benpos	08/04/2016	31/03/2021			Not Received
4	Folio Master	No of records in holding Master	Shares	Membership date available in master (Live)	Membership date Available including NIL Folios	Missing member date for live folios
a	Live Folios	3919	5507113	269	2944	3650
b	NIL Folios	21550	0	0	0	
	Total	25469				
	Other folio details (for live and NIL folios-Physical)	No of records	Remarks			
c	Folios with blank address	0				
d	Folios with blank Name	NIL				
e	Folios with N L Pincode	25				
f	Folios with insufficient Pincode	11				
g	Folio with Bank details (Incl Nil Holders)	12439				



h	Folios with PAN data (Incl NIL holding)	5444				
l	Folios with Email ID	930				
J	Last Folio No (in case of numeric folios only)	00212179				
k	Folios with Nomination	1302				
l	Folios with POA	54				
m	Start folio No	00212180				
5	Certificate Master	No of records	Shares	difference in shares		
	Live Certificates in physical form	4182	5507113	0		
	Certificates in NSDL/CDSL folios	21137	1807521163	0		
	Total	25319	1813028276			
	Certificates in transaction masters for split / consolidation / duplicate / mutilated	0	0			
	Mismatch between holding master & cert master	0	0			
	Last Certificate No	2456843				
		From	To	No of shares		
	Distinctive nos	1	1813028276	1813028276	Mention multiple ranges, if any	
	Missing ranges	Nil	Nil	NA	Please annex detailed list if there are multiple ranges with very specific comments	
	Last Distinctive No	1813028276	Last Certificate No	2456843		
6	Signature Data	Total live folios	Signature available	Signature not found	Any Other software	Remark
a	for Live Folios	3919	3714	205	Y/N	No
b	NIL Folios	21550	20252	1298		
7	Other folio details	No of folios	Shares	Remarks	No of Certificate	Remarks
	Stop folios	32	34500		41	
8	Transaction Masters	No of records	Transaction history period			
		From & To Nos	Total records	From & To Date	last transaction No	Start Transaction No at LIPL
a	Transfer (Physical mode)	212 - 2139	3751	08-09-2010 - 06-08-2019	2139	
b	Transmission	186 - 2651	2783	30-08-2010 - 25-03-2022	2651	
c	Name Deletion	-	-	-	-	
d	Folio Consolidation	2 -18	23	17-06-2014 - 02-01-2020	18	
f	Physical to demat CDSL	2472 - 13334	5448	09-09-2010 - 04-03-2022	13334	
g	Physical to demat NSDL	112958 - 122201	11769	15-09-2010 - 25-03-2022	122201	
h	Demat to physical (Cdsl remat)	03 - 19	24	10-11-2010 - 14-03-2022	19	
i	Demat to physical (NsdI remat)	4886 - 4920	52	02-12-2010 - 10-08-2010	4920	
j	Issue of fresh share certificates					
(i)	Duplicate	5402 - 5809	408	01-12-2010 - 25-03-2022	5809	
(ii)	Split	272975 - 273059	96	27-10-2010 - 25-03-2022	273059	
(iii)	Consolidation	261994 - 261996	3	26-03-2012 - 13-07-2016	261996	
(iv)	Mutilation	15002 - 16202	1201	06-09-2010 - 22-02-2022	16202	
(v)	Rematerialization	-	-	-	-	
(vi)	Shares transferred to Suspence a/c.	868 - 1379	512	21-03-2012 - 21-03-2012	1379	
k	Change of address	212872 - 214493	1618	30-08-2010 - 25-03-2022	214493	
l	Updation of (Miscellaneous)	200416 - 204554	4138	30-08-2010 - 25-03-2022	204554	
m	Nomination registrations	-	-	-	-	
n	POA updation	-	-	-	-	
9	Dividend Master	Final/interim	Dividend master data on initial payment	Total Unpaid amount as on date of takeover	Date of Last Reconciliation	Remarks
1	Interim Dividend 2014-15	Interim	3149395340.00	4560064.00	3/31/2022	
2	Final Dividend 2014-15	Final	20493031130.00	24621298.00	3/31/2022	
3	Interim Dividend 2015-16	Interim	4739539020.00	7487313.00	3/31/2022	
4	Final Dividend 2015-16	Final	22148728560.00	32431882.00	3/31/2022	
5	Interim Dividend 2016-17	Interim	4761400605.00	7554633.00	3/31/2022	
6	Final Dividend 2016-17	Final	23893496700.00	35960940.00	3/31/2022	
7	Interim Dividend 2017-18	Interim	5865579625.50	5414213.00	3/31/2022	
8	Final Dividend 2017-18	Final	27889154073.00	23547595.50	3/31/2022	
9	Interim Dividend 2018-19	Interim	6025030865.00	5767968.50	3/31/2022	
10	Final Dividend 2018-19	Final	30192859147.50	25625425.00	3/31/2022	
11	Dividend 2019-20	Final	30648389831.00	29119103.00	3/31/2022	
12	Dividend 2020-21	Interim	34730449153.00	32493393.00	3/31/2022	



	In addition to the above, Dividend Master data received and uploaded from 1996 to 2014.				All unpaid dividend already Transferred to IEPF	
	Attach separate sheet incase of multiple dividend payments					
		No of records	unpaid amount	date of Last Reconciliation	Remarks	
10	Refund Master	0	not received	not known		
11	Return undelivered	75332 incl certificate and dividend etc	No of shares	not known		In the custody of company
a	Share certificates	5701	not received			
b	Dividend warrants	31144	not received		need to verify from the physical data take over report	
c	Miscellaneous	38487	not received		need to verify from the physical data take over report	
12	Reports after data conversion	Report date	Remarks			
a	Share holding pattern	05/04/2022	Report as on 31/03/2022			
b	Category wise Summary	05/04/2022	Report as on 31/03/2022			
c	Stop transfer register	05/04/2022				
d	Nomination/poa	05/04/2022				
	Any deviation/observation in the data conversion: No deviation in data.					
a	Dispatch dates are not available in the system :					
b	Return un-deliver data pertaining to share certificates/dividend warrants is not available in soft format :					
	Conversion date	05/04/2022				
	Insta Activation Date	05/04/2022		Signature		
	Conversion done by	Ashok Sherugar				
	Conversion reviewed By	C Bhaskaran				
	Conversion approved by					
	Client added on the Web-list by	Yes				
	Observation by Client relation officer:					
	Name of the Client relation officer	Ms. S.R. Billimoria				
	General Observation					
1)	Transactions history data of Fv10 is received since 05/11/1996 till 21/10/2008					
2)	Transactions history data of Fv100 is received, but excel file is not opening, Informed Dolphin to provide revised file					
3)	Dividend history data received prior to 2015.					

