



Date: 20/01/2026

To,  
The Manager – Listing Compliance  
National Stock Exchange of India Limited  
Exchange Plaza, Bandra Kurla Complex  
Bandra (E), Mumbai – 400051  
Symbol: SOCL  
ISIN: INE0CTB01014

Subject: Intimation of Appointment of Registrar and Share Transfer Agent (RTA)

Dear Sir / Madam,

Pursuant to Regulation 7(5) read with Regulation 30 and other applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI LODR Regulations"), we hereby inform you that **Sundrex Oil Company Limited** has appointed **Cameo Corporate Services Limited** as the Registrar and Share Transfer Agent ("RTA") of the Company with effect from **January 12, 2026**.

**Details of the RTA:**

**Name:** Cameo Corporate Services Limited  
**SEBI Registration No.:** INR000003753  
**Registered Office:** Subramanian Building, No.1, Club House Road, Chennai – 600002, Tamil Nadu  
**Telephone:** +91-44-28460390 | **Email:** cameo@cameoindia.com

The RTA shall handle all activities relating to share transfer facilities and investor-related services in accordance with Regulation 7 of the SEBI LODR Regulations. Agreement executed in this regard is enclosed herewith.

You are requested to kindly take the above information on record.

Thanking you,  
Yours faithfully,  
For **Sundrex Oil Company Limited**,

Akansha Lakhani  
Company Secretary and Compliance Officer



Registered Office: 16 India Exchange Place, 3<sup>rd</sup> Floor, Room No. 14, Kolkata – 700001, West Bengal

CIN: U23200WB2010PLC147053

T: 1800 891 7625 | E: cs@sundrex.co | W: www.sundrex.com



TAMILNADU

CAMEO CORPORATE SERVICES LIMITED

12 NOV 2025

EG 467206

M.S. CHANDRAMOULI  
STAMP VENDOR  
LIC No. 9034/86/B1  
New No. 133/3, T.H. Road  
Triplicane, Chennai-600 005.  
Phone : 044-48592446

AGREEMENT BETWEEN THE SHARE TRANSFER AGENT  
AND THE COMPANY

This Agreement is made at Chennai on 12<sup>th</sup> January 2026.

BETWEEN

CAMEO CORPORATE SERVICES LIMITED, a company incorporated under the Companies Act, 1956, having CIN No. U67120TN1998PLC041613 and having its Registered Office at 'Subramanian Building', No.1, Club House Road, Chennai - 600 002, Tamil Nadu, and represented by its Whole-time Director, Mr. R. D.RAMASAMY having DIN No. 01649263 (hereinafter referred to as the "Transfer Agent" which expression shall, unless repugnant to the context or meaning thereof, be deemed to include its successors and permitted assigns), of One Part

For CAMEO CORPORATE SERVICES LIMITED

R.D. RAMASAMY  
Director

SUNDREX OIL COMPANY LIMITED

Whole Time Director





தமிழ்நாடு தலைநகரம் TAMILNADU

For CAMEO CORPORATE SERVICES LIMITED

EG 467207




12 NOV 2025

M.S. Chandramouli  
M.S. CHANDRAMOULI  
STAMP VENDOR  
LIC No. 9034/86/B1  
New No. 133/3, T.H. Road  
Triplicane, Chennai-600 005.  
Phone : 044-48592446

AND

**SUNDREX OIL COMPANY LIMITED**, a public limited company incorporated under the Companies Act, 1956, having CIN No. U23200WB2010PLC147053 and having its registered office at 16 India, Exchange Place, 3<sup>rd</sup> Floor, Room No.14, Kolkata – 700 001 and represented by its Whole Time Director and Chief Executive Officer **Mr. SHASHANK SONTALIA** having **DIN No. 03052899** (hereinafter referred to as the “Company” which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns)” of the OTHER PART

For CAMEO CORPORATE SERVICES LIMITED

  
R.D. RAMASAMY  
Director

SUNDREX OIL COMPANY LIMITED

  
Whole Time Director



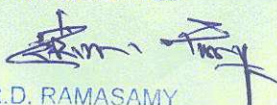
## WHEREAS

1. The Company has around 933 shareholders / folios and has to render services relating to Transfer, Transmission etc. in accordance with its Articles of Association.
2. The Transfer Agent is a SEBI registered Share Transfer Agent having Registration No. INR000003753 and the Company has approached the Transfer Agent to act as Share Transfer Agent and the Transfer Agent has accepted the assignment.
3. The Transfer Agent has to enter into a valid agreement with the body corporate on whose behalf the Transfer Agent has to act as Share Transfer Agent and in pursuance of the same the Transfer Agent and the Company have entered into an agreement being these presents.

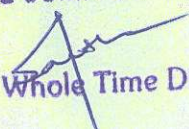
## NOW THEREFORE, THE COMPANY AND THE TRANSFER AGENT DO HEREBY AGREE AS FOLLOWS:

1. The Company hereby appoints the Transfer Agent as Share Transfer Agent and the Transfer Agent accepts such appointment.
2. The Transfer Agent hereby undertakes to perform and fulfill such functions, duties and obligations and to provide such services as are mentioned herein.
3. The Transfer Agent is in possession of all relevant records/reports/documents of the Company and continues to maintain the same on behalf of the Company.
4. The Transfer Agent declares and undertakes that:
  - a. It has obtained a certificate of Permanent Registration from SEBI as per the provisions of Regulation 8A of Securities and Exchange Board of India (Registrars to an Issue and Share Transfer Agent) Regulations, 1993.
  - b. It has not violated any of the conditions subject to which registration has been granted and that no disciplinary or other proceedings have been commenced by SEBI and that it is not debarred /suspended from carrying on its activities.
  - c. It shall perform its duties with highest standards of integrity and fairness and shall act in an ethical manner in all its dealings with clients, investors, etc. and that it will not take up any activity which is likely to be in conflict with its own interest, interest of the Company and investor and/or contrary to the directions issued by SEBI.
  - d. It shall carry out its duties/responsibilities and complete all the formalities within the specified time limits as per the relevant statutes, SEBI Guidelines and Stock Exchange Regulations.
  - e. In case of change in status/constitution that it will obtain permission from SEBI.
5. The Company hereby confirms that it has satisfied itself about the capability including the infrastructure especially the computer hardware and requisite software i.e. share accounting packages of the Transfer Agent to handle the assignment.
6. The Company hereby declares that it has complied with or agrees to comply with all statutory formalities under the Companies Act, SEBI (Issue of Capital and Disclosure

For CAMEO CORPORATE SERVICES LIMITED

  
R.D. RAMASAMY  
Director

SUNDREX OIL COMPANY LIMITED

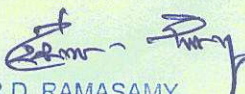
  
Whole Time Director



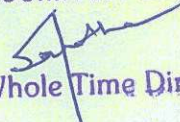
Requirements) Regulations, 2009 (ICDR Regulations), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (LODR Regulations), and other relevant statutes pertaining to Share Transfer Activities.

7. The Company and the Transfer Agent agree to their functions, duties and obligations in respect of each activity relevant to the share Transfer as specified in the Schedule-I hereto. However, the following activities shall form part of the Transfer Agent's functions and responsibility during the currency of this agreement.
  - a. Receipt of request for Transfer, Transmission, Endorsement as fully paid up, allotment/call money, split, consolidation, change of address, issue of duplicate certificates in lieu of misplaced/lost certificates.
  - b. Processing of requests for transfer, endorsement as fully paid up, receipt of allotment/call money and other correspondence received in connection with transfer activities.
  - c. After verification of transfer deeds, preparation of transfer proposals for approval of the transfer committee of the Company, endorsement on the certificates.
  - d. Dispatch of transferred certificates to the transferees within the mandatory period as laid down in the Companies Act/Listing Agreement.
  - e. Dematerialisation / Rematerialisation of shares
8. The Transfer Agent will handle the Transfer work from its office/s at 'Subramanian Building', No.1, Club House Road, Chennai 600 002, Tamil Nadu which has been declared to SEBI and approved by it for carrying on its activities. The address of its office shall be printed in all relevant stationery pertaining to the said transfers, etc.
9. All the input materials that are to be supplied by the Company/agreed to be supplied by the Company will be delivered by the Company at its cost at the office of the Transfer Agent stated above in clause 8 and all finished tabulations, statement, unused stationery bearing the name and the letterhead of the Company and all original documents supplied by the Company to the Transfer Agents are to be delivered by the Transfer Agent at the Company's cost to such address as may be specified.
10. The Transfer Agent's responsibility under this agreement will be restricted to the duties of the Transfer Agent as agreed to herein and the Transfer Agent will not be in any way construed to be an agent of the Company in its other business in any manner whatsoever.
11. The Transfer Agent shall not during the term of this agreement or thereafter, either directly or indirectly for any reason whatsoever, divulge, disclose or make public any information whatsoever, which may come to their knowledge during or as a result of their appointment as Transfer Agent of the Company and whether concerning the business, property, contracts, methods, transactions, dealings, affairs or members of the Company or otherwise, save in accordance with the performance of their duties hereunder or as required by law
12. Transfer Agent shall use its best efforts to perform the duties assigned to it in terms of this agreement with the utmost care and efficiency. Transfer Agent shall ensure that adequate controls are established to ensure the accuracy of the reports furnished by it.

For CAMEO CORPORATE SERVICES LIMITED

  
R.D. RAMASAMY  
Director

SUNDREX OIL COMPANY LIMITED

  
Whole Time Director



Transfer Agent, shall however, not be responsible or liable for any direct or consequential omission/commission committed by the Transfer Agent in good faith or in absence of its negligence or breach of the terms of this Agreement or due to reasons beyond the Transfer Agent's reasonable control.

13. The Company is primarily responsible for the share transfer work assigned to Share Transfer Agent. The Transfer Agent should execute the work efficiently and with due diligence and care, however, the transfer Agent shall indemnify the Company and its successors from and against all suits, claims, actions and demand which may be made or commence against the Company by any holder of the securities issued or other third party as a consequence of any failure or deficiency on the part of the Transfer Agent in performing or fulfilling, providing any of the functions, duties, obligations and services hereunder, however, the Transfer Agent shall not be liable for any indirect or consequential loss caused to the Company due to error or omission committed by it in good faith and unless such damages are caused by the negligence, willful misconduct, failure to act or recklessness of the Transfer Agent.
14. Any notice, communication or documents may be given by personal delivery, registered post, telex or by fax. The notice, communication or document shall be deemed to have been served upon the party to whom it is given if given by personal delivery when so delivered, if given by post on expiration of three days after the notice etc. shall have been delivered to the post office for onward dispatch, if given by fax or telex upon transmission thereof. Provided that any notice etc. given by telex or fax, shall be confirmed in writing.
15. The Transfer Agent and the Company agree that in case of non-compliance of any of the covenants contained in these presents a report thereof shall be made to SEBI within 7 days.
16. The Transfer Agent shall the redress complaints of the investors within one month of receipt of the complaint during the currency of the agreement. This however, shall not exempt the Transfer Agent from redressing the complaint of the Investors within one month during the period it is required to maintain the records under the SEBI (Registrars to an issue and Share Transfer Agents) Regulations, 1993 and the Company shall do all such things and extend necessary cooperation for the Transfer Agent, complying with these Regulations.
17. The Company agrees the formats of all reports, statements share or debenture certificates and other documents shall be in conformity with the standard designs approved by the Stock Exchange.
18. The Company and the Transfer Agent agree that the fees and charges payable to the Transfer Agent shall be as specified in Schedule II hereunder written.

The Transfer Agent shall have a lien on all documents, Data and Reports of the Company in its physical possession against dues receivable by it. On the determination of the Agreement for any reason and settlement of dues, if any, payable to the Transfer Agent, the Transfer Agent shall return all such documents, Data and Reports of the Company in its custody, to the Company.

19. The Company shall take special contingency insurance policy to cover risk arising out of fraud, forgery, errors of commission / omission, etc.

For CAMEO CORPORATE SERVICES LIMITED

  
R.D. RAMASAMY  
Director

SUNDREX OIL COMPANY LIMITED

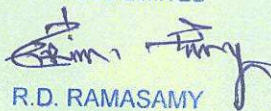
  
Whole Time Director



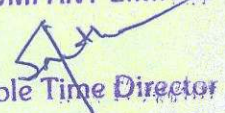
20. Should there be a major change in scope of work from that indicated above or in the event of complete collapse or dislocation of business in the financial market of our country due to war, insurrection or any other serious sustained political or industrial disturbance or in the event of force majeure, the Transfer Agent shall have option to withdraw its appointment or renegotiate the contract. However, the Transfer Agent shall be liable for the activities done till termination of the contract.
21. The Company will provide all required Computer stationery items, envelopes and postage expenses well in advance to enable Transfer Agent to process all transfers, transposition, transmission and other share transfer related activities. The Company shall ensure that after the approval of transfer requests by transfer committee, the funds for dispatch will be made available to Transfer Agents to complete despatch of transferred certificates within the stipulated time as prescribed in Companies Act/Listing agreement.
22. If the transactions covered under this Agreement are liable to any stamp duty, GST or other levy the Company shall reimburse to the Transfer Agent their liability for payment of such tax/levy including interest and other sum if any payable in respect thereof.
23. The Company will bear expenses for legal advice/action which may have to be taken for no lapse on the part of the Transfer Agent but for any eventuality which may arise in connection with the transfer work.
24. The Transfer Agent shall maintain all necessary documents and records pertaining to Transfer activities by way of hard copies including the following and if required may be stored by way of tape drives/in computers.
- Check-list, inward register, transfer register, buyer/sellers register with net effect as on date of approval of transfer proposals, transfer deeds specimen signature cards/signature captured on signature scanner, despatch register/postal journal, objection memos, mandates, Power of Attorney/Board Resolution, RBI Approval in case of NRI, Jumbo Transfer Deeds in case of FIIs, Register of Members, Annual Returns/Return of Allotment, Interest/Dividend Register.
  - Correspondence with the Company, investors, SEBI, Stock Exchange and other statutes and other relevant documents pertaining to transfer activities.
  - Records pertaining to investor complaints, Board Resolution passed by the Company authorising the Transfer Agent to endorse the certificates and other documents on behalf of the Company.
  - Magnetic Tapes containing all the data pertaining to shareholders and related transfer activities.

These records shall be maintained for a minimum period of 8 years as provided in Regulation 15 of the SEBI (Registrar to an Issue and Share Transfer Agent) Rules and Regulations, 1993 and the same should be made available for inspection as and when decided by Statutes including SEBI.

For CAMEO CORPORATE SERVICES LIMITED

  
R.D. RAMASAMY  
Director

SUNDREX OIL COMPANY LIMITED

  
Whole Time Director



25. Any disputes, difference or question which may arise at any time hereafter between the Transfer Agent and the Company touching the construction of this Agreement or arising out of or in respect of or in connection with this Agreement regarding the rights and liabilities of the parties hereto, shall be referred to arbitration by a sole arbitrator who will be appointed by the consent of the parties and failing agreement in that regard as to the sole arbitrator, the Company will nominate one arbitrator, the Registrar will nominate one arbitrator and both the said arbitrators shall choose the third arbitrator and the said three shall be the arbitrators and the arbitration proceedings shall be subject to the provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof for the time being in force. The venue of arbitration shall be either in the place where the registered office of the Company is situated or Chennai City as mutually agreed by both the parties.

In respect of the Arbitration proceedings initiated pursuant to this Agreement and in respect of all matters only the Civil Courts in the place where the registered office of the Company is situated or Chennai City as mutually agreed by both the parties shall have jurisdiction to the exclusion of all other courts.

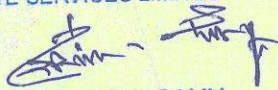
26. Unless terminated earlier in accordance with the provisions of Clause 27, this Agreement shall be valid for a period of 2(two years) from **01.01.2026 to 31.12.2027** and deemed to have been automatically renewed for a further period 2 (two) years each time on the date of end of its earlier validity period.

27. This agreement is terminable on either side by giving three months written notice.

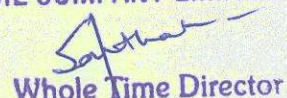
28. Subject to Clause 18, the Transfer Agent shall hand over all the records pertaining to the Company maintained by them in case the contract is not renewed for further period or foreclosed before the expiry of the contract period.

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

For CAMEO CORPORATE SERVICES LIMITED

  
R.D. RAMASAMY  
Director

SUNDREX OIL COMPANY LIMITED

  
Whole Time Director

**SIGNATURE OF THE REGISTRAR**

Mr. R D RAMASAMY  
Whole Time Director  
DIN: 01649263

**WITNESS:**

  
Sreepriya K  
Executive Vice President & Company Secretary  
1, Club House Road  
Chennai – 600 002

**SIGNATURE OF THE COMPANY**

Mr. Shashank Sonthalia  
Whole Time Director and Chief Executive Officer  
DIN: 03052899

**WITNESS:**

  
Akansha Lakhani  
Company Secretary and Compliance Officer  
16 Indian Exchange Place, 3rd Floor,  
Room No. 14 Kolkata -793001

Digitally signed by AKANSHA LAKHANI  
Date: 2026.01.19 16:48:27 +05'30'



## SCHEDULE I

### I. Specific Activities

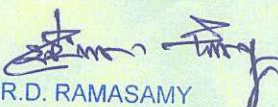
#### Physical Transfer Work

- a) Transfer Agent will receive and attend promptly correspondence received from shareholders/the Company/Stock Exchanges/SEBI/other bodies and will segregate the inward mail as transfer requests, request for endorsement as fully paid up, receipt of call money, request for change of address, transmission, transposition, deletion of name, other letters from investors.

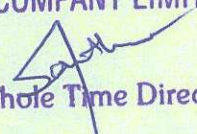
It will inward the mail pertaining to request for transfer /transmission/transposition/other request/complaints by maintaining inward register on a day-to-day basis and also affix stamp containing inward number and date of receipt on all transfer deeds/letters pertaining to above requests/ complaints.

- b) The Company shall also maintain inward register to record the date of receipt of transfer requests/request for endorsement as fully paid up/correspondence from investors, SEBI/Stock Exchanges and relevant statutes. The Company shall hand over all transfer request/requests for endorsement as fully paid up/other correspondence well in time under a covering letter to Transfer Agent. The receipt of the above documents shall be acknowledged by Transfer Agents.
- c) Transfer Agents shall process all transfer/transmission/ transposition/ change of address/other requests/complaints and generate checklist, verify the same and correction of such data.
- d) While scrutinising, transfer deeds, transfer agents shall verify date of presentation, transfers' particulars, certificates enclosed, transferors' signature with specimen signature record, verify the value of stamps, thumb impressions need to be attested by Magistrate/Bank managers or notarized as the case may be and check whether all the columns including address of transferees provided in Transfer Deeds are duly filled up etc. Where there is even a minor variation in the signature, transferor will be intimated and the Transfer Agent will not process the transfer before the time specified in the notice to the transferor.
- e) Transfer Agent shall generate number for each valid transfer and the same may be filled up in the column provided in the transfer deed and also folio numbers (in case of new transferees only) It shall allocate the existing folio number in such cases where the transferee is already holding shares of the Company after checking signatures and address.
- f) After verification of valid transfers, Transfer Agent shall prepare transfer registers in duplicate and submit the transfer register well in advance to the transfer committee of the Company for approval including a summary report. Transfer Agent shall also submit other MIS statements pertaining to Transfers / transmission namely -
- List of top 50 shareholders with respective percentage holdings
  - Statement of major acquisition of shares – 500 shares
  - Statement of issue of duplicate share certificates
  - Statement for splitting / consolidation of share certificates, if any

For CAMEO CORPORATE SERVICES LIMITED

  
R.D. RAMASAMY  
Director

SUNDREX OIL COMPANY LIMITED

  
Whole Time Director

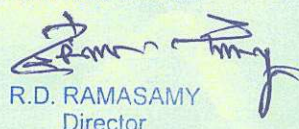


- v. Statistical data as to the number of applications received for transfer/transmission of shares, applications returned due to bad delivery, applications pending for 'no objection' indicating the number of shares in each case.
  - vi. Shareholding pattern report for the physical shares and consolidated pattern based on benpos received from NSDL /CDSL.
  - vii. Report on status of complaints received during the reporting period.
  - viii. Any other reports required by the client at extra cost.
- g) The Company agrees to conduct share transfer committee meetings at the frequency mutually agreed and specified in the agreement which will enable the transfer agent to complete the transfer of securities, if any, within the stipulated time under the Companies Act/Listing Agreement.
  - h) After receipt of approval of transfer proposals by the Transfer Committee, the Transfer Agent shall endorse on the back of the certificates authenticating the transfer of shares in the name of transferees. In case of endorsement by Transfer Agent, companies shall authorise Transfer Agents to do so by passing a resolution in its Board Meeting.
  - i) In case of endorsement of share certificates, the Company/Transfer Agent shall ensure that the authentication is done by an authorised signatory.
  - j) Transfer Agent shall dispatch the transferred share certificates / confirmation letters for demat under a covering letter. Transfer Agent shall maintain postal Journal/dispatch register for the dispatch of transferred certificates / confirmation letters. The documents may indicate the date of dispatch and name of the post office where the dispatch has been made.
  - k) Transfer Agent shall preserve all the transfer deeds in safe custody, take steps to cancel the stamps affixed on the back of transfer deeds and also cancel all blank transfer deeds signed by transferors but not used for effecting transfer.
  - l) Enter the transfer details on both seller side and buyer side in the Register of Members, preparation of New Ledger sheets for the Register of Members in case of new shares.
  - m) Transfer Agent may capture the signatures with the help of signature scanner and store in the computers or maintain signatures in manual forms as the case may be.
  - n) Transfer Agent shall maintain movement register to record the date of receipt of transfer requests/request for endorsement as fully paid up/other correspondence received directly from the Company. Similarly, transfer agents shall record the date of submission of transfer proposals to the Share transfer committee of the Company for approval, date of receipt of the transfer proposal after approval, and date of dispatch of confirmation letters to transferee, wherever applicable and date of dispatch to transferee.

## II. Depository Services:

1. To comply with various provisions, rules and laws of NSDL & CDSL
2. To establish continuous electronic means of communication with NSDL &CDSL
3. To provide necessary manuals and procedural guidelines to the Company for effective and prompt conduct of business of the Depository.

For CAMEO CORPORATE SERVICES LIMITED

  
R.D. RAMASAMY  
Director

SUNDREX OIL COMPANY LIMITED

  
Whole Time Director

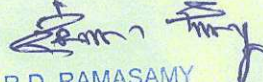


4. To maintain adequate systems / procedures means of communication, infrastructure, hardware, software, security devices and back up facilities as per the requirements of NSDL / CDSL.
5. To undertake dematerialisation and rematerialisation requests and to process the same.
6. To stop dematerialisation when there is any prohibitory order, stop transfer, attachment order and disputed title on the day of such requests with in 15 and 30 days respectively.
7. To provide shareholding pattern (resident Indians, NRIs, Financial Institutions etc. of the shares dematerialised.
8. To provide weekly MIS Report on shares Dematerialised / Rematerialized.
9. To be responsible for corporate actions.
10. Through V-SAT network, we would maintain the folios in the Depository.
11. Updation of Data downloaded from NSDL and CDSL on periodical basis.
12. To maintain records / Data as prescribed by CDSL.
13. To maintain Records / Data as prescribed by NSDL.
14. All other work connected with Electronic Transfer of shares.

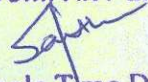
### III. General

1. Attending to correspondence regarding change of address, consolidation/split of certificates, non-receipt of share certificates, dividend/interest warrants and other letters received from the Company/SEBI/Stock Exchange etc.
2. Printing of new share certificates in lieu of mis-placed, lost, mutilated certificates. Transfer Agent shall issue new certificates against request for consolidation or split.
3. Transfer Agent shall update all records and generate all reports and returns required for the AGM/Extra-ordinary General Meeting, dispatch annual reports, circulars and notices etc. to shareholders.
4. Transfer Agents shall process and print dividend warrants to shareholders.
5. Transfer Agent shall provide information on unpaid dividends to enable the Company to transfer the same to Investor Education and Protection Fund.
6. Transfer Agent shall provide details of payment of dividend to shareholders to enable the company to file necessary returns with Income Tax Department.
7. In case of Rights Issue, the Company shall inform transfer agent and other bodies about the record date and give sufficient time to transfer agent to effect all transfers and update all records. Transfer agent shall dispatch composite application forms well in time or hand over all the required records to Registrar to Rights Issues so as to enable the Registrar to complete issue in time.
8. Transfer Agents shall maintain Register of Members in Computer. It will be kept upto date by incorporating changes therein during the year.
9. Any other reports, statements as mutually agreed between the Company and the transfer agent.

For CAMEO CORPORATE SERVICES LIMITED

  
R.D. RAMASAMY  
Director

SUNDREX OIL COMPANY LIMITED

  
Whole Time Director



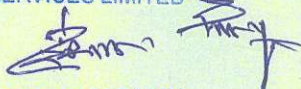
## SCHEDULE II

### I. SCHEDULE OF FEES:

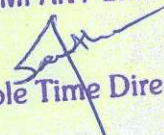
#### A. PROFESSIONAL CHARGES FOR HANDLING SHARE TRANSFER WORK AND DEPOSITORY SERVICES – NSDL & CDSL:

Sl. No	Particulars	Charges (Rs)
1.	a. For maintenance of register of Member in computer, correspondence with shareholders, Change of Address, computer processing of Transfers (If any), Transmissions, Transpositions, Split, Consolidation, Nomination, POA Registration. b. Quarterly, Half yearly and Yearly reports under statutory regulations and other periodical reports. c. Connectivity with NSDL & CDSL, Demat, Remat & Benpos reporting. d. Web Based Services – Online access to our <b>CAMBRIDGE</b> portal for accessing your shareholders data / reports.	Rs. 45,000/- per annum (Payable in advance)
2.	Dividend processing, file creations, upload to bankers for Electronic payouts viz, Direct credit / NACH / NEFT / RTGS, etc., Dividend warrants / ECS advices printing, DDs receipt & Dispatches.	Re. 2 per shareholder / beneficiary holder or minimum of Rs. 1000/-
3.	Dividend Reconciliation	Free
4.	Printing of Share Certificate / Duplicate / Consolidation / Split	Free
5.	ROM data in CD & Annual Return as per MCA format	Free
6.	Printing of address label for sending communication to the shareholders viz. EGM/ AGM notices etc.	Re. 1 per address label or minimum of Rs. 500/-
7.	Evoting charges for AGM, EGM, Postal Ballot etc. (If availed)	Rs. 5,000/- per e-voting
8.	Activities relating to AGM/ EGM charges (If availed)	Rs. 5,000/- per meeting
9.	Corporate actions (Lock-in, Preferential allotment, ESOP etc.,)	Rs. 1500/- per corporate action
10.	Bulk Email Charges	Re. 1/- per email or minimum of Rs. 1000/-
11.	IEPF data processing	Re. 0.50 per unpaid record subject to a minimum of Rs.1000 per unpaid year

For CAMEO CORPORATE SERVICES LIMITED

  
**R.D. RAMASAMY**  
 Director

SUNDREX OIL COMPANY LIMITED

  
 Whole Time Director



## II. OUT OF POCKET CLAUSE / OTHER TERMS AND CONDITIONS:

1. Envelopes, stationery, postage, binding charges etc. will be charged at actual. Supporting bills will be provided wherever possible.
2. All out of pocket expenses in connection with traveling including local conveyance, telegrams / telephones / fax, courier services and other incidentals shall be reimbursed at actuals. Supporting bills will be provided wherever required.
3. All computer pre-printed stationery and envelopes etc. shall be supplied by the company. However, if the company so desire, Transfer agent can arrange for these supplies on behalf of the company at actuals. All continuous stationery, floppies/tapes used for the share transfer work will be charged at actuals. All postage expenses shall be paid in advance at estimated value.
4. The transfer agent shall not charge any separate fee for data processing as may be required for handling transfer agency. However, the transfer agent will charge Re. 1/- per address label for printing of every address for sending communication to the shareholders VIZ. EGM / AGM Notices, Annual Reports etc. In physical mode, if any.

Apart from the address slips, if the company requires the share transfer agent to print any document on computer stationery, depending upon the length of the document, the rate shall be fixed per document.

5. The Invoice / Debit Notes and/or any other claims including out of pocket expenses raised by the transfer agent should be settled within a fortnight of receipt by the company, failing which an interest at 18% p.a. shall become payable on such amount.
6. The company has to pay for GST and any other tax, both Central and State arising out of the bills as per the prevailing law at the time of billing.
7. The company has to pay the annual fee / charges, corporate action fee, etc. if any, levied by NSDL or CDSL in connection with the depository services.

## PAYMENT TERMS

- i) All out of pocket expenses are to be reimbursed to the transfer agent on the basis of monthly bills before the expiry of the succeeding month provided the bills are raised by the transfer agent latest by 10th of the following month. However, the postal charges for bulk postage will have to be paid in advance by the client for meeting the mailing expenses.
- ii) The bill for physical transfer fee / depository fee will be raised annually and shall be settled by the company in accordance with the payment cycle of the Company.

For CAMEO CORPORATE SERVICES LIMITED \*\*\*

R.D. RAMASAMY  
Director

SUNDREX OIL COMPANY LIMITED

Whole Time Director