

Instruction

1. Please take print out of the Query form (no soft copy is admissible).
2. Fill the form completely and correctly.
3. Mentioned all the details.
4. Unsigned form shall not be entertained.
5. In case of joint holders form must be signed by all the joint holders.

QUERY FORM

TO
MCS Limited
(Unit Balasore Alloys Limited)
77/2A, Hazra Road,
Kolkata – 700029

DATE:

Company Name: Balasore Alloys Limited

FROM :

PINCODE : _____

(Mention Name and Complete Address)

Contact No : _____

PARTICULARS OF SECURITIES INVOLVED:

- 1) TYPE : EQUITY SHARES/ CONVERTIBLE DEBENTURE
- 2) FOLIO NO(S)/DPID/Client ID : _____
- 3) NO. OF SECURITIES INVOLVED : _____
- 4) DISTINCTIVE NOS : _____

QUERY (Please () whatever applicable)

(A) NON RECEIPT OF CERTIFICATES SENT FOR :

TRANSFER

In case of transfer, please mention transferor's

Name:

Folio No.:

No.of Shares:

TRANSMISSION/TRANSPOSITION/AMALGAMATION

NAME CORRECTION

CONVERSION EXCHANGE

SPLIT/CONSOLIDATION

SUB-DIVISION

ENDORSEMENT OF CALL MONEY

(B) NON RECEIPT OF :

DIVIDEND WARRANT

INTEREST/WARRANT

TAX DEDUCTION CERTIFICATE (FORM 16A)
TAX AMOUNT : _____

BONUS SHARES

RIGHT SHARES /DEBS /BONDS

(C) OTHER QUERIES NOT SPECIFIED IN (A) & (B) ABOVE :

LOSS OF SECURITIES / DUPLICATE PROCEDURE

CHANGE OF ADDRESS

Old Address: _____

New Address: _____

STICKERS FOR THE CHANGE OF NAME OF THE COMPANY &
REDUCTION IN THE PAID-UP VALUE OF SHARES

ENCLOSURES

REFERENCE OF PREVIOUS CORRESPONDENCE WITH US, IF ANY,

YOUR LETTER(S) TO US		RTA'S REPLY TO YOU	
LETTER REF	DATE	LETTER REF	DATE

SPECIMEN SIGNATURES

1.

2.

3.