

SEC/ 5197 /2015-16

3rd August 2015

Dear Team,

Reg: Employee Stock Option Scheme – Option Adjustment

We are glad to inform you that the 'Exercise Now' facility in ESOS Online is now restored, after making the option adjustment. The outstanding ESOS options have been adjusted according to the bonus ratio (1:1).and the exercise price of the options have been halved.

Branches/ Offices shall kindly take note of the following points while processing the application:

1. The branch needs to certify for the payment of share application money and perquisite tax. A provision for this is available on the Perquisite Tax Report (Page 2). All the 3 pages of the application are to be sent to Secretarial Department.
2. Please write the transaction number with date on the Application Form (Page 1).
3. To enable smooth processing, please attach PAN copy with all applications, even if it was given earlier.
4. Ensure that the Demat account is in the name of the applicant only. (Single Holder A/c).
5. While doing HADM for perquisite tax, the **bill amount column** should be filled with the **Taxable Value**, given in the perquisite tax report.

Girsh Kumar G

Addl. GM & Company Secretary