

ACTIVITIES	SEBI statutory time line	KCPL standard TAT (in days)
Transfers / Transmissions / Transpositions / Deletion of Name*	15	7
Consolidation of multiple folios*	15	7
Replacement / Consolidation / Split of certificates*	15	7
Change of name	15	7
Dematerialisation	15	7
Rematerialisation	30	10
Issue of duplicate share certificate	30	10
Non – receipt of Annual Reports*	30	5
Non – receipt of Dividend warrants	30	7
Bank Mandate details	30	3
Non – Receipt of share certificate*	30	10
Change of address/ Dividend revalidations/ Nomination/ Power of Attorneys and Multiple Queries	30	5

*** Our goal is to keep internal TAT at half of statutory time line**