

Investors Handbook/FAQs

This “Handbook/FAQs” will act as a guide to the Shareholders. Our contact details are furnished at the end of the Handbook.

Disclaimer

This Hand Book/FAQs are resource for informational purpose only and is intended, but not promised or guaranteed, to be correct, complete, and up-to-date. EIL, its directors or officers do not warrant that the information contained in this Hand Book/FAQs are accurate or complete, and hereby disclaims any and all liability to any person for any loss or damage caused by errors or omissions, whether such error or omissions result from negligence, accident or any other cause. EIL, its directors or officers further assumes no liability for the interpretation and/ or use of the information contained therein.

Readers are requested to refer to the specific Acts, Rules and Regulations for exact details and clarifications and are reminded that this guide does not purport to explain the laws or rules in force, with respect to any particular fact pattern. Answers to questions involving particular facts depend upon interpretations, administrative decisions and court verdict.

Company Overview

- Leading global Engineering Consultancy and EPC Navratna Company principally focused on the oil & gas and petrochemical industries.
- Over five decades of experience on landmark projects with global energy majors.
- Significant track record across entire Oil & Gas value chain.
- Focused diversification into other sectors:
 - Fertilizer and LNG
 - Non-ferrous Metallurgy
 - Infrastructure
 - Strategic Crude Oil Storage
 - Water & Waste Water Management
 - Ports
- Over 2800 highly experienced professionals and technical workforce.
- In-house and collaborative R&D support with 35 ‘Live’ patents.
- International presence in Middle East, Africa and South & Central Asia.
- Zero debt firm with track record of healthy earnings and consistent dividend payout.

Vision

To be a world-class globally competitive EPC and total solutions Consultancy Organization.

Mission

- ◆ Achieve ‘Customer Delight’ through innovative, cost effective and value added consulting and EPC Services.
- ◆ To maximize creation of wealth, value and satisfaction for stakeholders with high standards of business ethics and aligned with national policies.

Core Values

- ◆ Benchmark to learn from superior role models.
- ◆ Nurture the essence of Customer Relationship and Bonding.
- ◆ Foster Innovation with emphasis on value addition.
- ◆ Integrity and Trust as fundamental to functioning.
- ◆ Thrive upon constant Knowledge updation as a Learning organization.
- ◆ Passion in pursuit of excellence.
- ◆ Quality as a way of life.
- ◆ Collaboration in synergy through cross-functional Team efforts.
- ◆ Sense of ownership in what we do.

Corporate Governance

The Company firmly believes in and has consistently practiced good Corporate Governance. The Company's essential character is shaped by the values of transparency, professionalism and accountability. The Company is committed to attain the highest standard of Corporate Governance. The philosophy of the Company in relation to Corporate Governance is to ensure transparency in all its operations, make disclosures and enhance all stakeholders' value within the framework of laws and regulations.

Listing of Equity Shares

BSE Limited (BSE)
Phiroze Jeejeebhoy Towers,
Dalal Street, Mumbai 400 001

National Stock Exchange of India Limited (NSE)
"Exchange Plaza", Bandra-Kurla Complex,
Bandra (E), Mumbai 400 051

Stock Code:

Bombay Stock Exchange Scrip Code - 532178
National Stock Exchange Scrip Symbol - ENGINEERSIN

Demat ISIN Numbers in NSDL & CDSL for Equity Shares: INE510A01028

Shareholders General Rights

- To receive copies of the Annual Report including the Balance Sheet and the Profit and Loss Account and the Auditors' Report etc.
- To receive not less than 21 days notice of general meetings unless consented for a shorter notice.
- To participate and vote in General Meetings either personally or through proxies.
- To receive Dividends in due time once duly approved.
- To receive corporate benefits like rights issue, bonus issue etc. once approved.
- To inspect statutory registers and documents as permitted under law.
- Other rights are as specified in the statutory enactments.

Change/updation of E-mail IDs under Green Initiative in Corporate Governance

To support "Green Initiative", Members who have not yet registered their email addresses are requested to register the same with their Depository Participants ("DPs") in case the shares are in electronic form and with Registrar and Share Transfer Agent of the Company in case the shares are in physical form.

Financial Year

1st day of April to 31st day of March every year.

Depository System

The Depository System is an improvement over the age-old scrip based share trading system, where shares were held in the form of physical share certificates.

Under the Depository System, shares are kept in the form of electronic entries in the records of Depository. The share-related transactions are also done electronically. The actual shareholders enjoy all their rights, viz., dividend, voting rights etc.

As per Regulation 40 of SEBI Listing Regulations, as amended, securities of listed companies can be transferred only in dematerialized form with effect from April 1, 2019, except in case of request received for transmission or transposition of securities.

Further, SEBI vide Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated 25.01.2022 decided that listed companies shall henceforth issue the securities in dematerialized form only while processing the following service request:

- i. Issue of duplicate securities certificate;
- ii. Claim from Unclaimed Suspense Account;
- iii. Renewal / Exchange of securities certificate;
- iv. Endorsement;
- v. Sub-division / Splitting of securities certificate;
- vi. Consolidation of securities certificates/folios;
- vii. Transmission;
- viii. Transposition;

In view of this and to eliminate all risks associated with physical shares and for ease of portfolio management, members holding shares in physical form are requested to consider converting their holding to dematerialized form. Members can contact the Company or Company's Registrars and Transfer Agents, M/s Alankit Assignments Limited, 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi - 110055, India (Tel No.91-11-42541234, Fax No.91-11-42541201, Email: virenders@alankit.com, Website: www.alankit.com for assistance in this regard. The said circular is available on the company's website at https://engineersindia.com/storage/2022/02/SEBI-Circular_issuance-of-Securities-in-Demat-25.01.2022.pdf.

Investor Service Request

SEBI vide Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 03.11.2021 has issued Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination. The said circular alongwith relevant forms are available on website of the Company at <https://engineersindia.com/storage/2021/12/SEBI-CIRCULAR-FOR-ATTENTION-OF-SHAREHOLDERS.pdf>. Accordingly, investor are requested to furnish all the service request as per the relevant forms specified in the said circular.

Payment of Dividend

- To avoid loss of dividend warrants in transit and undue delay in receipt of dividend warrants, the Company provides the facility to the Members for remittance of dividend directly in electronic mode through National Automated Clearing House (NACH).
 - **Members holding shares in physical form** and desirous of availing this facility of electronic remittance are requested to provide their latest bank account details (Core Banking Solution Enabled Account Number, 9 digit MICR and 11 digit IFS Code), along with their Folio Number, to the Company's Registrar and Share Transfer Agent - M/s Alankit Assignments Limited, if not updated.
 - **Members holding shares in electronic form** are requested to provide the said details to their respective Depository Participants.
- Members holding shares in electronic form are hereby informed that bank particulars registered against their respective depository accounts will be used by the Company for payment of dividend. The Company or its Registrars cannot act on any request received directly from the Members holding shares in electronic form for any change of bank particulars or bank mandates. Such changes are to be advised only to the Depository Participants of the Members.

Unclaimed/Unpaid Dividend and Unclaimed Securities

As per the statutory provisions, the Company is required to transfer Unpaid Dividend remaining unclaimed and unpaid for a period of 7 years from the due date(s) to the Investor Education & Protection Fund (IEPF) set up by the Central Government. The Company sends a communication to the concerned shareholders well in advance, advising them to lodge their claim with respect to unclaimed dividend and shares before it is due for transfer to IEPF. The subsequent due dates of transfer of unpaid/unclaimed dividend to IEPF for the respective financial years have been provided on the website of the company at <https://engineersindia.com/>. Therefore, the members who have not encashed their dividend pertaining the previous years are requested to write to the Company or its Registrar & Share Transfer Agent for claiming the unpaid dividend before their due dates of transfer to IEPF.

Investors Relations

The Company is committed to continuously improve its Corporate Governance Practices and Policies for effectively managing its business and for protecting the interests of all Stakeholders. Our Investor Relations (IR) Cell acts as a nodal intermediary with Investment Community for disseminating vital information pertaining to the Company in timely, accurate and consistent manner. IR Cell is responsible for effectively utilizing channels of communication like press releases, websites, participation in conferences, analyst meets, besides having one-to-one meetings for sharing crucial Company information such as financial results, dividend policy, shareholding pattern, investor presentations and material news updates. Senior Management is actively engaged in annual meets and conferences for facilitating the Financial Community to comprehend Company's business model and to share with them new business areas, strategic outlook, and direction coupled with growth plans. Earning calls are generally held after the declaration of Quarterly/ Annual Results so that stakeholders are updated about significant developments of the preceding quarter. Major events, milestones and plans are shared within stipulated timelines with Stock Exchanges to keep them informed on the Company's performance and future outlook.

Contact Information

Registrar & Share Transfer Agent (RTA)

The Company has appointed M/s Alankit Assignments Limited as its Registrar and Share Transfer Agent (RTA) for handling all matters relating to the shares of EIL (both physical as well as demat mode). All matters relating to the shares of Engineers India Limited such as transfer, transmission, dematerialization, rematerialisation, dividend, change of address, etc. and related correspondence and queries may be addressed to:-

M/s Alankit Assignments Limited
205-208, Anarkali Complex, Jhandewalan Extension
New Delhi-110055
Tel No.: 011-42541234
Fax No.: 011-42541201
Email : virenders@alankit.com
Website: www.alankit.com

Company Secretary

S. K. Padhi
Engineers India Bhawan,
1, Bhikaji Cama Place,
New Delhi – 110066
Tel: 011-26762855/2580; Fax: 011-26191690
Email: company.secretary@eil.co.in

Registered & Head Office

Engineers India Bhawan,
1, Bhikaji Cama Place,
New Delhi – 110066
Tel: 011-26762121; Fax: 011-26178210, 26194715
Email: eil.mktg@eil.co.in
Website: www.engineersindia.com