



# APOLLO HOSPITALS ENTERPRISE LIMITED

Regd. Office : 19, Bishop Garden, Raja Annamalaipuram, Chennai – 600 028  
 Secretarial Department : Ali Towers, III Floor, No. 55 Greaves Road, Chennai – 600 006

13<sup>th</sup> August 2010

Dear Shareholder(s),

**Re: Sub-division of shares**

At the Annual General Meeting held on **26<sup>th</sup> July 2010**, the shareholders have approved the subdivision of each existing equity share of the Company of Rs.10/- each into two equity shares of face value of Rs.5/- each.

In terms of the above said approval, **3<sup>rd</sup> September 2010** has been fixed as the Record Date to determine the eligible shareholders to receive the sub divided shares both in electronic form as well as physical form.

The methodology the Company would be pursuing to make available these sub-divided shares would depend on whether the shareholder is holding shares in physical form or in dematerialized form. The detailed procedure is given below:

**A. PROCEDURE FOR SHAREHOLDERS HOLDING EXISTING SHARES IN DEMATERIALISED FORM**

No action for sub-division is required to be taken by the shareholders holding shares in dematerialized form. The Company would ensure credit of the relevant number of sub-divided shares to the depository accounts of all concerned shareholders and such credit would be effected immediately after the Record Date i.e., **3<sup>rd</sup> September 2010**.

**B. PROCEDURE FOR SHAREHOLDERS HOLDING EXISTING SHARES IN PHYSICAL FORM**

In case of those shareholders opting to receive the new shares in <b>PHYSICAL FORM</b>	In case of those shareholders opting to receive the new shares in <b>ELECTRONIC FORM</b>
One new Share Certificate will be issued for the entire holding maintained by the shareholder(s). This will facilitate safe keeping of the shares and also minimize the expenditure incurred on dematerialization. At a later date, such shareholders requiring their certificates to be split into more than one certificate, may please surrender the share certificate(s) in original to the <b>Registrar &amp; Share Transfer Agent (RTA)</b> , M/s. Integrated Enterprises (India) Ltd, for splitting and obtaining fresh share certificate at free of cost.	Please return the option form (attached) duly filled, signed and authenticated by your DP <b>along with original share certificate(s)</b> to the Registrar & Share Transfer Agent (RTA), M/s. Integrated Enterprises (India) Ltd, <b>on or before 27<sup>th</sup> August 2010</b> .  In case the RTA does not receive the option form with the particulars called for, the new share will be issued in Physical Form.

PTO

**Form to be filled in by the Shareholders who hold shares in Physical Form and would like to receive the shares in Electronic Form**

From:

To

Integrated Enterprises (India) Limited  
 Unit: Apollo Hospitals Enterprise Limited  
 2<sup>nd</sup> Floor, Kences Towers, 1 Ramakrishna Street,  
 North Usman Road, T. Nagar, Chennai – 600 017

Dear Sirs,

**Re : Sub-division of shares of Apollo Hospitals Enterprise Limited**

With reference to the circular dated 13<sup>th</sup> August 2010 from Apollo Hospitals Enterprise Limited, I/We enclose below mentioned share certificate(s) held by me/us in the said Company as on date and request the Company to issue the new share of face value of Rs.5/- each in Electronic Form.

Folio No.	Share Certificate No.	No. of Share(s)	Distinctive No.	
			From	To

**(If this space provided is not sufficient, please enclose a separate list with above details.)**

The details of my/our beneficiary (depository) account is /are given below:

<b>a. Depository Participant Name</b>														
<b>b. Depository participant – Client ID ( Fill all 16 digits Number)</b>														

I/We understand that if the shares cannot be credited to my/our beneficiary account for any reason whatsoever. I/we will be given physical share certificate.

<b>SL.NO.</b>	<b>NAME OF SHAREHOLDER(S)</b>	<b>SIGNATURE</b>
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**ATTESTATION BY DEPOSITORY PARTICIPANT (Signature of DP with seal)**

Place :

Date :

**SHAREHOLDERS MAY PLEASE NOTE THE FOLLOWING:**

- 1. The existing Share Certificates issued for the face value of Rs.10/- each will cease to be valid w.e.f. 4<sup>th</sup> September 2010.**
- Shareholders are hereby requested to destroy the old share certificate(s) of face value of Rs.10/- each. The Company/RTA is in no way responsible for any loss/harm arising out of any transaction that may take place with the old share certificate(s) and any damage caused to the Company/RTA in this regard shall be indemnified by the concerned shareholder.
- The new shares will bear the same stock code and will be admitted for trading in all the Stock Exchanges where they were earlier listed viz., Bombay Stock Exchange, National Stock Exchange of India Limited.
- All communications with regard to exchange of share certificates and other related matters may please be addressed to the designated RTA at the address given below by quoting the relevant Folio No./DP ID No./ Client ID No.

Integrated Enterprises (India) Limited  
Unit: Apollo Hospitals Enterprise Limited  
2<sup>nd</sup> Floor, Kences Towers, 1 Ramakrishna Street,  
North Usman Road, T. Nagar, Chennai – 600 017  
Telephone : 044 – 2814 0801 – 03 Fax : 044 – 2814 2479  
Email : corpserv@iepindia.com

Thanking you and assuring you of our best services at all times.

Yours faithfully,  
For APOLLO HOSPITALS ENTERPRISE LIMITED

S. M. KRISHNAN  
General Manager – Projects Finance & Company Secretary  
Phone : 044 – 2829 0956 / 2829 3896 / 2829 6681  
E-mail : apolloshares@vsnl.net

Encl: As above