

## **DEMATERIALIZATION OF SHARES:**

Dematerialization (also known as demat) is the conversion of shares held in physical form to electronic form for the same number of holding. It enables the shareholder to get its physical certificates converted into electronic balances.

### **1. Benefits involved:**

- It enables immediate transfer of shares.
- No stamp duty is payable on transfer of securities in demat mode.
- It saves time and eliminates the possibility of bad deliveries, delay in processing, etc.
- Investors are benefited from paperless trading, thereby reducing the hassle.

### **Mandatory Dematerialization for Transfer of Shares:**

Please note that pursuant to the recent amendment made under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, a request for transfer of shares shall not be processed unless the shares are held in dematerialized form. The said restriction comes into effect from December 5, 2018.

In view of the aforesaid, shareholders holding physical shares are requested to dematerialize their shares on or before December 5, 2018.

### **Procedure for dematerialization of shares:**

- Shareholder needs to open a Demat Account with a Depository Participant (DP) registered with SEBI;
- Thereafter, the shareholder shall submit duly filled and signed Dematerialization Request Form (DRF) to DP along with share certificate(s) in original and other requisite documents;
- The DP will verify DRF and share certificates and issue an acknowledgement slip duly signed and stamped, to the shareholder.
- The DP then intimates the company of this request through the system and also submits the share certificate(s) and the DRF to the company;
- The Company will after due verification of DRF and share certificates, confirm acceptance of the request for dematerialization in its system DPM (SHR).
- On receiving confirmation from the Company, the DP would credit an equivalent number of Shares in your Demat Account.

- The Company may reject dematerialization request in some cases and will send an objection memo to the DP along with DRF and share certificates. The DP, if the shareholder so requires, may generate a new DRN and send the DRF & share certificates again to the Corporation for dematerialization.
- The process of dematerialization is completed within 21 days from the date of submission of a valid dematerialization request.

### **Depository Details**

At present there are two depositories in India as listed below & Company is having ISIN creation with both NSDI as well as CDSL (ISIN: INE00HZ01011):

<b><u>National Securities Depository Ltd</u></b>	<b><u>Central Depository Services (India) Ltd</u></b>
Trade World, 4th Floor, Kamala Mills Compound	Phiroze Jeejeebhoy Towers, 28th Floor, Dalal Street
Senapati Bapat Marg, Lower Parel	Mumbai - 400 023
Mumbai - 400 013	
<b>Tel:</b> (022) 24972993 / 24976351	<b>Tel:</b> (022) 22723333 / 22723224
<b>Fax:</b> (022) 24972993 / 24976351	<b>Fax:</b> (022) 22723199
<b>E-mail:</b> <a href="mailto:info@nsdl.co.in">info@nsdl.co.in</a>	<b>E-mail:</b> <a href="mailto:investors@cdslindia.com">investors@cdslindia.com</a>
<b>Website:</b> <a href="http://www.nsdl.co.in">www.nsdl.co.in</a>	<b>Website:</b> <a href="http://www.cdslindia.com">www.cdslindia.com</a>

For any further clarification in the matter, you may contact our RTA- Big Share Services Pvt. Ltd. at 01st Floor Bharat Tin Works Building, Opposite Vasant Oasis, Makwana Road, Morol, Andheri-East, Maharashtra- Mumbai -400059. Contact details: 022- 62638236/ 62638270/ 0262638268/ 62638261.