

## **ATTENTION**

### **Transfer of securities only in dematerialised form**

**Effective December 5, 2018, the securities of the Company can be transferred only in dematerialised form, as per notification No. SEBI/LAD-NRO/GN/2018/24. dated 08.06.2018 issued by SEBI.**

**With a view to facilitate seamless transfer of securities in future and as advised by the Stock Exchanges, security holders holding securities in physical form are requested to dematerialise their holding in the Company.**

Such security holders may, accordingly, get in touch with any Depository Participant having registration with SEBI to open a demat account.

**For ease of reference, the procedure of dematerialisation of securities is also provided herein below.**

## **PROCEDURE FOR DEMATERIALISATION OF SECURITIES**

1. The registered owner (security holder) needs to submit a request to the concerned Depository Participant (DP) in the Dematerialisation Request Form (DRF) for dematerialisation, along with the original security certificates to be dematerialised.
2. The DP will deface the certificates by writing "SURRENDERED FOR DEMATERIALISATION".
3. The DP will verify the DRF and certificates and issue an acknowledgement slip, duly signed and stamped, to the security holder.
4. In case the DRF/certificates are not in order, the same will be returned to the security holder for removing deficiencies.
5. In case DRF/certificates are in order, the details mentioned in the DRF and certificates will be entered in the software system/ internet application provided by the Depository and a Dematerialisation Request Number (DRN) will be generated.
6. The DRF, with the DRN mentioned on it, will then be released electronically to the company/ Registrars and Transfer Agents of the company (RTA). The DP will also despatch the certificates along with the DRF to the company/ RTA for verification and approval.
7. The company/ RTA will, after due verification of DRF and certificates, confirm acceptance of the request for dematerialisation in the necessary software system/ internet application.
8. The Depository's software system will then electronically create and credit appropriate number of securities in the security holder's demat account.
9. The DP will inform the security holder of the changes in

the security holder's demat account following the confirmation of the DRF.

10. The company/ RTA may reject dematerialisation request in some cases and will send an objection memo to the DP, with or without DRF and certificates depending upon the reason for rejection. The DP/ security holder has to remove reasons for objection within 15 days of receiving the objection memo. If the DP/ security holder fails to remove the objections within 15 days, the company/RTA may reject the request and return DRF and accompanying certificates to the DP. The DP, if the security holder so requires, may generate a new dematerialisation request and send the certificates again to the company/RTA for dematerialisation. No fresh request can be generated for the same securities until the company/RTA has rejected the earlier request and informed the Depository and DP about it.

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