



Securities and Exchange Board of India (SEBI) by Notification SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018 has amended the Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 by mandating the transfer of securities in dematerialized form only.

According to the Notification, request for effecting transfer of securities shall not be processed unless the securities are held in the Dematerialized form with the depository with effect from December 5, 2018.

Therefore, Registrars and Transfer Agent and Company will not be accepting any request for transfer of shares in physical form with effect from December 5, 2018. This restriction shall not be applicable to the request received for transmission or transposition of physical shares.

Dematerialisation

Dematerialisation is the process by which physical share certificates are converted to electronic form through investor's Depository Participant (DP) and credited to the investor's account with his DP.

How to get the shares dematerialized?

A.Opening a demat account

A demat account needs to be opened with any one Depository Participant (DP) of investor's choice. You may also visit web site of depositories viz., NSDL or CDSL for further understanding about the demat procedure:

NSDL website: <https://nsdl.co.in/faqs/faq.php> (dematerialization)

CDSL website: <https://www.cdslindia.com/investors/open-demat.aspx>

Alternatively you may also contact any office of the nearest Karvy branch from the link below to guide you in choosing a DP: <https://www.karvy.com/locate-us>

Points to note:

- While opening demat account, the holder will be required to give details of his Bank Account No., Name of the Bank and Branch along with a self-attested copy of PAN, as part of the information requirement. The dividends declared by the Company will be automatically credited to the shareholder's bank account through the Company's dividend banker.
- Please note that the order of names appearing in the demat account and the share certificates should be same.

B. Dematerialising physical certificates

- In order to get the shares dematerialised, the investor needs to fill a Dematerialisation Request Form (DRF) which is available with the DP. The share certificates are to be submitted along with the duly filled up form to the DP.
- On receipt of the DRF, the DP will transmit the DRF to Karvy and electronically generate the Dematerialisation Request.
- DRF along with share certificates with a seal "Surrendered for dematerialisation" affixed on the share certificates will be sent by the DP to Karvy.
- Karvy will verify the certificates and DRF, and if found in order, confirm the dematerialisation to NSDL/CDSL. NSDL/CDSL will in turn confirm the dematerialisation to the DP.
- On receiving the confirmation, DP will credit investor's account with the number of shares so dematerialised and thereafter the investor will be holding the shares in the electronic form.
- Normally the investor's account will be credited within 15 days from the date of receipt of both Electronic Request and physical certificates along with DRF.
- DP will give periodic statements of holdings and will update client's account after each transaction.