

## Restriction on transfer of physical shares & Procedure demat of shares

### KIND ATTENTION: SHAREHOLDERS OF THE COMPANY HOLDING THEIR SECURITIES IN PHYSICAL FORM

**Ref: Amendment to Regulation 40 of the Securities and Exchange Board of India (SEBI) (Listing Obligations and Disclosure Requirements) Regulations, 2015 (LODR) read with BSE Circular to Listed Companies bearing reference Number LIST/COMP/15/2018-19 dated July 05, 2018 and NSE Circular to Listed Companies bearing reference Number NSE/CML/2018/26 dated July 9, 2018.**

SEBI vide its Notification dated 08<sup>th</sup> June, 2018 amended clause (1) of Regulation 40 of LODR which reads as under:

- (1) Save as otherwise specified in provisions of securities laws or Companies Act, 2013 and rules made thereunder, the listed entity shall also comply with the requirements as specified in this regulation for effecting transfer of securities:

Provided that, except in case of transmission or transposition of securities, requests for effecting transfer of securities shall not be processed unless the securities are held in the dematerialized form with a depository.

Further to the said amendment, BSE has issued a Circular bearing reference Number LIST/COMP/15/2018-19 dated July 05, 2018 and NSE has issued a Circular to Listed Companies bearing reference Number NSE/CML/2018/26 dated July 9, 2018 to all the listed companies, informing that listed companies and their Registrar and Share Transfer Agents (R&T Agents) are advised to ensure that securities which are lodged for transfer are mandatorily in dematerialized form with effect from 05<sup>th</sup> December, 2018. The Company's Registrar and Share Transfer Agents will send necessary letters to you in this regard.

According to the above referred Circulars of the Stock Exchanges, we request you to note and record that request/s for effecting transfer of securities, **except in case of transmission and/or transposition 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, the Company's Registrars and Transfer Agent and / or Company will not be accepting any request/s for transfer of securities in physical form with effect from December 5, 2018.**

We request all the Shareholders of the Company holding their securities in physical form to have the same dematerialized by December 5, 2018. Hence, we request all the Shareholders holding shares in physical form to get in touch with any Depository Participant having registration with SEBI to open a Demat account or alternatively, contact any office of the nearest branch of Karvy Computershare Private Limited, Registrar and Share Transfer Agent of the Company, to take the guidance in the captioned matter. We give below in brief procedure for converting securities held in physical form to dematerialized form.

#### **Procedure in brief for dematerialization securities held in physical form i.e. certificate is as follows:**

- Open a Demat Account. You need to open a beneficiary account (BO), with a depository participant, popularly called DP. A depository participant is an agent, who interacts with the depository. Your bank can be a depository participant. The depositories in India are the NSDL (National Securities Depository Limited) and CDSL (Central Depository Services (India) Limited), which are SEBI registered depositories, which *inter alia* holds shares, debentures, bonds, mutual fund units and so on in demat form.
- You approach the depository participant. You then fill a demat account opening form. You have to sign an agreement with the depository participant. Submit proof of identity such as PAN card and an identity proof/address proof, such as Passport copy. (Your demat account, should be in the same name as the ownership in physical form).

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- Once your demat account is opened, your shares can be demated, by filling a Dematerialisation Request Form (DRF). You then submit/surrender the certificates of the shares which you want dematerialized, along with the DRF, to the depository participant.
- The depository participant then sends a request, through an electronic system, to the Registrar and Transfer agent. (R&T agents maintain your /investor's records, for convenience).
- The electronic system generates a Dematerialisation Request Number (DRN). This DRN number, is entered on the Dematerialisation Request Form (DRF) and is sent along with physical documents (identity and address proof / share certificates), to the Registrar and Transfer agent, along with a standard covering letter.
- Your share certificates are received by the Registrar and Transfer agent. These share certificates will be mutilated and the words "Surrendered for Dematerialisation", will be written on it.
- The Registrar and Transfer agent will verify the physical documents, along with the details in the covering letter and the Dematerialisation Request Form.
- The Company where you own shares, has your name in the Register of Members (RoM), of the Company. Your name is replaced by the depository's name in the Register of Members (RoM), of the Company, to the extent of shares, which have been dematerialized.
- Once the Register of Members (RoM), of the Company where you have shares, has been amended, a confirmation is sent to the depository.
- Your demat account with the depository participant (DP), is credited with the dematerialized shares.

Shareholders 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>

**We once again request all the Shareholders of the Company, holding securities in physical form to convert the same into the dematerialization form to avoid any inconvenience in future for effecting transfer their securities.**

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