

Process for Dematerialization of Shares

BSE has issued a Circular to Listed Companies on 5th July 2018 informing about amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 *vide* Gazette notification dated 8th June, 2018 has mandated that transfer of securities would be carried out in dematerialized form only.

According to the Circular, 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 5th December 2018. Therefore, please note that R&T agent and Company will not be accepting any request for transfer of shares in physical form with effect from 5th December 2018. This restriction shall not be applicable to the request received for transmission or transposition of physical shares. The process for dematerialization of shares is given below:

- 1) You should be in possession of original share certificate. In case you are not in possession of original share certificate of the Company, please contact the Company or Registrar & Transfer Agent.
- 2) You need to have demat account in the same name / order in which the name is appearing on physical share certificate. Any mismatch in name will lead to non-acceptance of demat request by Depository Participant ("DP").
- 3) You need to approach your Depository Participant (i.e where you are holding your demat account) and surrender the original share certificate along with Dematerialization Request Form available with DP. At the time of surrendering shares for demat, please also submit PAN copy and AADHAAR copy.
- 4) Thereafter, DP sends the certificate along with other documents to Registrar & Transfer Agent which in turn checks all details and demat the shares.

In case if you have any queries or need any assistance in this regard, please contact the Company or Registrar & Transfer Agent - Link Intime India Private Limited