

## **GUIDANCE NOTE ON DEMATERIALISATION**

The Securities and Exchange Board of India (SEBI) has amended Regulation 40 of SEBI (Listing Obligation and Disclosure Requirement) Regulations, 2015 (**w.e.f. 5<sup>th</sup> December, 2018**), to provide 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.** Accordingly, transfer of securities w.e.f. 5<sup>th</sup> December, 2018 would be carried out only in dematerialized form i.e. no shares in physical form can be transferred. The Members are therefore advised to get their shares dematerialised well before **5<sup>th</sup> December, 2018.**

Accordingly, Members of the Company holding shares in physical form are requested and advised to dematerialise their shares at the earliest.

A guidance note on dematerialisation of shares, for the information and reference of the members, is given as below:-

### **What is Dematerialisation**

Dematerialisation is the process by which a person can get physical certificates converted into electronic form.

### **What is the process of Dematerialisation**

1. Any person holding shares of the Company by way of share certificates and intending to dematerialise its securities needs to have an account with a Depository Participant (DP).

Accordingly, you are required to approach a DP, offering demat services which may be a bank or any other entity and open a demat account.

2. Once demat account is opened, obtain and fill in the Demat Request Form (DRF) and submit the same with the physical share certificate/s to the DP for dematerialisation.
3. The DP will verify that the form is duly filled in. If the form is in order, the DP will issue to you an acknowledgement slip duly signed and stamped.
4. The DP shall send the share certificates to Registrar and Share Transfer agent (RTA), who will carry out the necessary verification.
5. If the RTA finds the certificates in order it shall communicate to NSDL/CDSL the confirmation of request electronically. On receiving such confirmation, NSDL/CDSL credits the securities in the depository account of the Investor with the DP.

For a more detailed process of dematerialization you may also visit the website of National Securities Depositories Limited (NSDL) and Central depository services Limited (CDSL).