

## **GUIDANCE NOTE ON DEMATERIALISATION OF SHARES HELD IN PHYSICAL FORM**

Pursuant to the Notification No. SEBI/LAD-NRO/GN/2018/24 dated 8<sup>th</sup> June, 2018 of the Securities and Exchange Board of India (SEBI) for amendment of the provisions of Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, 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.

The said amendment will come into effect from 5<sup>th</sup> December, 2018 and as such it is advisable for the investors to convert their physical shares into demat form as early as possible. Investors will not be able to transfer their shares in physical form w.e.f. 5<sup>th</sup> December, 2018.

### **The process of dematerialization is provided below for the ease of understanding:**

1. Investor should open a Demat account in their name at any of the Depository (NSDL/CDSL) through a Depository Participants (DP) registered with Depository.
2. The Depository Participant (DP) may ask investor to comply with the required formalities for opening of account as to the filling of necessary form, bank accounts details, copy of PAN card, Aadhar card, Voter card etc as proof of identity and address and a valid email address, mobile number for operation of account.
3. After opening of Demat Account with DP and obtaining Demat number, shareholder should deposit the share certificate(s) along with the Dematerialization Request Form (DRF) to their DP with whom investor maintain their Demat Account. It is advisable to keep photo copy of documents submitted with DP along with copy of share certificates for your reference and record.
4. The DP on receipt of your request for Dematerialization will carry out their internal processing and dispatch once copy of the DRF with Demat Request Number (DRN) along with the share certificates to the Company's Registrar and Share Transfer Agent (RTA) for verification and confirmation.
5. The RTA will verify all the documents received from DP and if they are found to be in order, RTA will confirm the demat of shares to DP and shares will be credited to the demat account of the shareholder(s).

For any other query, please communicate with Registrar & Transfer Agent at [kolkata@linkintime.co.in](mailto:kolkata@linkintime.co.in)