

MANDATORY DEMATERIALIZATION FOR TRANSFER OF SHARES

Pursuant to the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) (Fourth Amendment) Regulations, 2018, transfer of shares in physical form by a shareholder will not be possible with effect from 1st April, 2019. This restriction, however, shall not be applicable in case of transmission or transposition of shares.

In view of the regulatory requirements referred to above, shareholders holding shares in physical form are requested to arrange the dematerialization of their shares at earliest to avoid any inconvenience in future for transferring those shares.

Brief guidelines of Dematerialisation of Shares are mentioned hereunder:

1. Investors should open a Demat account in his/her name at any of the Depository (NSDL or CDSL) through a Depository Participants (DP) registered with Depository.
2. The Depository Participants (DP) may ask to comply with the required formalities for opening of account as to the filing of necessary form, bank account details, copy of PAN card for proof of identity, copy of Aadhar card/voter card etc. in support of proof of address, current and 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 Dematerialisation Request Form (DRF) to his/her Depository Participant (DP) with whom he/she maintains a Demat account. It is advisable to keep Xerox copy of all the documents submitted with DP along with the copy of both side of Share Certificate(s) for your record and future reference.
4. The DP upon receipt of your request for Dematerialisation will defaces the share certificate(s) and records the dematerialisation request in the Depository system after necessary verification. The DP submits the share certificate(s) along with the DRF to Register and Share Transfer Agent (RTA) for verification and confirmation.
5. The RTA will verify the documents along with signature of shareholders from the records available with the Company and also check and verify the authenticity of Share Certificate(s). The RTA will confirm the demat of share to DP and share will be credited to the demat account of the shareholder upon said confirmation of RTA.
6. The process of dematerialization gets completed within 21 days from the date of submission of a valid dematerialization request.

Shareholder can visit the below mentioned websites of the Depositories viz., National Securities Depository Limited (NSDL) or Central Depository Services (India) Limited (CDSL) for further understanding of the demat procedure:

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

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

In case if you have any queries or need any assistance in this regard, please contact:

Registrar & Share Transfer Agents

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