

**\*SEBI CIRCULARS IN REGARDS TO PHYSICAL SHAREHOLDERS\***

**Mandatory Dematerialization of Physical Securities**

**ALL SHAREHOLDERS/ STAKEHOLDERS**

**AMENDMENT TO REGULATION 40 OF SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015 (LISTING REGULATIONS) WITH RESPECT TO MANDATORY DEMATERIALIZATION OF PHYSICAL SECURITIES.**

With reference to the \*SEBI notification no. SEBI/LAD-NRO/GN/2018/24 dated 8<sup>th</sup> June, 2018 read with BSE circular - LIST/COMP/15/2018-19 dated 5<sup>th</sup> July, 2018 and \*\*NSE Circular No. NSE/CML/2018/26 dated 9<sup>th</sup> July, 2018, in regard to amendment of Regulation 40 of SEBI (Listing obligations and Disclosure Requirements) (Fourth Amendment) Regulations, 2018 for the mandatory dematerialization of the physical securities upto 5<sup>th</sup> December, 2018, all the physical shareholders of the Company are hereby requested to convert their shares held in physical form into dematerialization form on or before 05<sup>th</sup> December, 2018.

Any request for effecting transfer of shares held in physical form will not be processed by the RTA or the Company with effect from 5<sup>th</sup> December, 2018 until and unless the same are into the Demat form.

Accordingly, key points of the aforesaid circulars are:

- a.) The amendment is not applicable for transmission (i.e. transfer of title of shares by way of inheritance / succession) and transposition (i.e. re arrangement / interchanging of the order of name of shareholders) cases.
- c.) Any investor who is desirous of transferring shares (which are held in physical form) after 5<sup>th</sup> December, 2018 can do so only after the shares are dematerialized.

A brief procedure for the aforesaid dematerialization is annexed herewith as **Annexure A** whereas the detailed procedure of conversion of physical shares into dematerialization form is available on the website of:

- a.) **Central Depository Services (India) Limited (CDSL) - [www.cdslindia.com](http://www.cdslindia.com)**  
<https://www.cdslindia.com/downloads/faq/05.Demat%20CDSL%20Way%20-%20V%20-%20Dematerialization%20January%20-%202018.pdf>
- b.) **National Securities Depository Limited (NSDL) - [www.nsdl.co.in](http://www.nsdl.co.in) <https://nsdl.co.in/services/demat.php>**

The above referred circulars can be accessed form the below mentioned links:

- a.) **BSE website:** [https://www.bseindia.com/corporates/Circular\\_listcomp\\_new.aspx?expandable=4](https://www.bseindia.com/corporates/Circular_listcomp_new.aspx?expandable=4)
- b.) **NSE website:** [https://www.nseindia.com/corporates/content/eq\\_listcompanies.htm](https://www.nseindia.com/corporates/content/eq_listcompanies.htm)

In case of any query, the shareholders are requested to kindly contact to the RTA or Company at the registered office address, respectively.



### DEMATERIALIZATION OF SHARES

Dematerialization offers flexibility along with security and convenience. Holding share certificates in physical format carried risks like certificate forgeries, loss of important share certificates, and consequent delays in certificate transfers.

Dematerialization eliminates these hassles by allowing customers to convert their physical certificates into electronic format. Shares in the electronic format are held in a Demat account.

#### Process of dematerialization of shares

- ✚ Dematerialization starts with opening a Demat account. For demat account opening, you need to shortlist a Depository Participant (DP) that offers Demat services. A DP is an agent of the depository (NSDL and CDSL) providing depository services to investors.
- ✚ To convert the physical shares into electronic/demat form, A Dematerialization Request Form (DRF), which is available with the Depository Participant (DP), has to be filled in and deposited along with share certificates. On each share certificate, 'Surrendered for Dematerialization' needs to be mentioned.
- ✚ The DP needs to process this request along with the share certificates to the company and simultaneously to registrars and transfer agents through the depository
- ✚ Once the request is approved, the share certificates in the physical form will be destroyed and a confirmation of dematerialization will be sent to the depository
- ✚ The depository will then confirm the dematerialization of shares to the DP. Once this is done, a credit in the holding of shares will reflect in the investor's account electronically.
- ✚ This will take about 15 to 30 days after the submission of dematerialization request
- ✚ Dematerialization is possible only with a Demat account.

#### Benefits of dematerialization

- ✚ It allows you to conveniently manage your shares and transactions from anywhere;
- ✚ Stamp duty is not levied on your electronic securities; and
- ✚ When you open a demat account, it provides paperless transactions of securities.

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