

To,  
All the Shareholders,

### **Mandatory Dematerialization for Transfer of Securities**

As per SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 8<sup>th</sup> June 2018 and BSE circular no. [LIST/COMP/15/2018-19](#) dated 5<sup>th</sup> July, 2018, shareholders are advised to dematerialize their physical securities since requests for effecting transfer of physical securities (except in case of transmission or transposition of securities) shall not be processed from 5<sup>th</sup> December 2018. Hence we request you to open a demat account and submit your physical securities with the depository participant for dematerializing your securities enabling you to trade in electronic form.

The procedure for dematerializing shares is as under:

- Dematerialization starts with opening a Demat account. For demat account opening, you need to shortlist a Depository Participant (DP) that offers Demat services.
- 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 by DP.
- The DP needs to process this request and send along with the share certificates to Company's registrars and transfer agent, M/s. Link Intime India Pvt Ltd 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 cycle generally takes about 21 days after the submission of dematerialization request, provided all documents submitted are in order.
- Dematerialization is possible only with a Demat account.

For additional information on the matter please contact the Company's R & T Agent –

**Link Intime India Private Limited**

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