

GUIDANCE NOTE ON DEMATERIALISATION OF SHARES HELD IN PHYSICAL FORM

In view of the amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 notified on 8th June, 2018, **transfer of securities would be carried out in dematerialized form only with effect from 5th December, 2018.**

Hence, in the interest of investors holding securities in physical form, it is advisable that they dematerialize their securities at the earliest.

A guidance note on dematerialization of shares, for the information and reference of the shareholders holding shares in physical form, is given as below:-

For the dematerialization of your shares held in physical form it is necessary for you to open a Dematerialized or Demat Account with a Depository Participant.

A Demat Account is used for holding securities through the Depositories that hold your securities electronically and also facilitate transacting. The two depositories registered with SEBI are National Securities Depository Limited (NSDL) and Central Depository Services Limited (CDSL).

Depository Participants (DP) act as agents between Depositories and Investors and in order to avail the services of a Depository, you need to go through a DP.

Accordingly, you will be required to approach a DP, offering demat services which may be a bank or any other entity having connectivity with NSDL and/or CDSL and enquire with them about the terms and conditions for opening a Demat Account and the documents to be furnished to them. Also make sure that they can demat the shares/securities held by you.

Once all the requisite documents are in place and verified, the DP will open your Demat Account and provide you with your Beneficiary ID (Demat Account Number).

The DP ID and the Beneficiary ID combined becomes your unique DP code for all future transactions in shares/securities. All your trading activities, purchases/investments will reflect in this account. Please note that the Demat

Account can only hold shares in custody and you will still need a trading account with a broker to buy and sell shares.

Once your Demat Account is opened, obtain a Demat Request Form (DRF) from your DP, fill up the same and submit it to your DP along with all the physical share certificates for dematerialization.

In case your signature(s) has/have changed, you are requested to fill up the attached Signature Verification Form, get your signature(s) attested by your banker with the name, designation and employee code of the attesting official under the rubber stamp of the bank and submit the same along with your DRF. Similarly, if your address has changed (first/sole holder), you are requested to fill up the attached Form of Request for Change of Address and submit the same along with your DRF.

Your DP will sign, affix their rubber stamp and return one copy to you for your record. They will carry out their internal processing and dispatch one copy of the DRF with a Demat Request Number (DRN) along with the share certificates to the Company's RTA. The RTA will verify the documents and if they are found to be in order, RTA will confirm the demat request to NSDL/CDSL within 15 days from the date of receipt of the documents and the shares will be credited to your Demat Account.

Kindly note to update your bank account details (bank account number, IFSC code) and postal address linked to your Demat Account as and when there is a change to ensure uninterrupted delivery of corporate correspondences, annual reports, notice of AGMs, dividends, etc.
