

### Process of dematerialization

SEBI vide its Circular No. SEBI/LAD-NRO/GN/2018/24 dated 8.6.2018 has mandated that with effect from 5.12.2018 no physical shares are allowed to be transferred (except in case of transmission or transposition of securities) unless the shares are held in dematerialized form. It will be therefore in the interest of all physical shareholders to convert their shares into electronic mode. The process for dematerialization of shares is given below for the benefit of physical shareholders:

- i. Dematerialization starts with opening a Demat account. For demat account opening, you need to shortlist a Depository Participant that offers Demat services.
- ii. To convert the physical shares into electronic/demat form, a Dematerialization Request Form, which is available with the Depository Participant, has to be filled in and deposited along with share certificates. On each share certificate, 'Surrendered for Dematerialization' needs to be mentioned.
- iii. The Depository Participant needs to process this request along with the share certificates to the Company and simultaneously to Registrars and Transfer Agents through the depository.
- iv. 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
- v. The depository will then confirm the dematerialization of shares to the Depository Participant. Once this is done, a credit in the holding of shares will reflect in the investor's account electronically.
- vi. This cycle takes about 15 to 30 days after the submission of dematerialization request
- vii. Dematerialization is possible only with a Demat account.

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