

## **Mandatory dematerialization for Transfer of Shares**

Pursuant to the Notification No. SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018 of the Securities and Exchange Board of India (SEBI) for amendment of the provisions of Regulation 40 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, transfer of shares held in physical form by a shareholder will not be possible with effect from 5<sup>th</sup> December, 2018; this restriction, however, shall not be applicable in case of transmission or transposition of shares.

In view of the regulatory requirements referred to above, in the event you wish to transfer any shares of the Company held in physical form you will not be able to do so after 4<sup>th</sup> December, 2018. You may therefore, in your own interest, get such shares dematerialised.

### **Brief guidelines of Dematerialisation of Shares are mentioned hereunder:**

1. Investor 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 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 Registrar 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. Shareholders are advised to always check their Demat account on regular basis to verify their shareholdings in the Company. After Dematerialisation of shares and credit of the same to the demat account of investor the shares are freely transferable though Depository. Hence by Dematerialisation of shares the liquidity of share enhance at the option of investor.

Please get in touch with the Register & Share Transfer Agent of the Company for any further information in the matter at the following address:

REGISTRARS & TRANSFER AGENT  
KARVY COMPUTERSHARE PRIVATE LIMITED  
Karvy Selenium Tower B,  
Plot No. 31-32, , Gachibowli,  
Financial District, Nanakramaguda  
Serilingampally, Hyderabad- 500 008  
Phone- 040 67161524  
Email: anandan.k@karvy.com

