

MANDATORY DEMATERIALIZATION FOR TRANSFER OF SECURITIES

The Securities and Exchange Board of India (SEBI) vide its notification dated 08th June, 2018 has issued SEBI (Listing Obligations and Disclosure Requirements) (Fourth Amendment) Regulations, 2018, which has mandated that the transfer of securities would be carried out only if the shares are held in dematerialized form. The said restriction comes into effect from December 5, 2018.

Pursuant to the said amendment, please note that with effect from December 5, 2018 –

Transfer of securities in physical form	Not allowed
Holding of securities in physical form	Allowed
Transmission/ Transposition of securities held in physical form	Allowed

In view of the aforesaid, shareholders holding physical shares are requested to dematerialize their shares on or before December 5, 2018.

The benefits of holding securities in dematerialized mode are as under:

- Convenient mode of holding securities, especially in case you are holding shares of many companies.
- Immediate transfer of securities.
- No stamp duty is payable on transfer of securities in demat mode.
- Elimination of risks such as bad delivery, fake securities etc.
- Reduction in paper work and transaction cost.
- Saving of time – Change in address / bank account particulars etc. recorded with Depository. Participant gets registered electronically with all companies in which you hold securities.
- Facilitates direct credit of shares in case of allotment under Initial Public Offer, Rights Issue, Bonus Issue, Stock Split etc.

For your ready reference, the procedure for dematerialization of shares is provided herein below.

PROCEDURE FOR DEMATERIALIZATION OF SHARES

- Please open a Beneficiary Account with a Depository Participant (DP) registered with SEBI and with any one of the Depositories i.e., NSDL or CDSL.
- Thereafter, submit the Dematerialization Request Form (DRF) (in triplicate) to your DP duly filled in and signed, along with share certificate(s) in original and other requisite documents. The DP will deface the share certificates by writing “SURRENDERED FOR DEMATERIALIZATION”.
- The DP will verify DRF and share certificates and issue an acknowledgement slip duly signed and stamped, to the shareholder.
- The DP will thereafter scrutinize DRF and share certificates. In case the DRF/share certificates are in order, the details of the request as mentioned in the DRF are entered in the DPM (software provided by the Depositories to the DPs) and a Dematerialization Request Number (DRN) will be generated by the system. In case the DRF/share certificates are not in order, the same will be returned to the shareholder for removing deficiencies.
- The DRN so generated is entered in the space provided for the purpose in the DRF. The DRF, with the DRN mentioned on it, will then be released electronically to **M/s Alankit Assignments Limited, Company’s Registrar and Share Transfer Agent (RTA)**. The DP will also dispatch the share certificates along with the DRF and a covering letter to the RTA for verification and approval.
- After due verification of DRF and share certificates, a confirmation of dematerialization will be sent to the Depository.
- On receiving confirmation, the concerned Depository would credit an equivalent number of securities in your Beneficiary Account.
- In case dematerialization request is rejected, an objection memo will be sent to the DP along with DRF and share certificates. The DP, if the shareholder so requires, may generate a new DRN and send the DRF & share certificates again to the RTA for dematerialization.
- The process of dematerialization is completed within 21 days from the date of submission of a valid dematerialization request.