

Dear Shareholder/Investors

As per SEBI notification No. SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018 except in case of transmission or transposition of securities, requests for effecting transfer of securities shall not be processed unless the securities are held in the dematerialized form with a Depository.” Hence transfer of shares effected only in dematerialised form from December 4, 2018. Hence, you are requested to note the same and take necessary steps to dematerialise your shares that are held in physical form. We seek your co-operation in this regard. Please see the following procedure for converting physical holding into demat mode:

### **Procedure for converting physical holding into electronic holding (Demat mode)**

For the purpose of joining the Depository System and to convert physical shares into electronic holdings, the following steps are to be taken by the investor:

#### **Opening a Demat account**

Open an account with any one Depository Participant (DP) of investors choice, by Filling up the account opening form available with DP (one can open multiple accounts with the same DP as also with different DPs). Signing Participant - Client Agreement.

- While opening Demat account, the holder will be required to give details of his Bank Account No., Name of the Bank, Branch and Account No., as part of the information requirement. Company will print the same details in the Dividend Warrants or any remittances payable based on the details furnished by the Investor to DP.
- Investor will receive his account number, which should be quoted in all his correspondence with his DP and also the Company.

#### **Dematerialising (Dematting) physical certificates.**

- Fill a Dematerialisation Request Form (DRF) available with DP
- Submit share certificates along with the above form to DP

#### **Other steps involved**

- DP will electronically transmit DRF to depository and electronically generate Dematerialisation Request No (DRN)
- DRF along with share certificates with a seal Surrendered for Dematerialisation affixed on the share certificates will be sent by the DP to the Company.
- Company will verify the certificates and DRF, and if found in order, confirm the Dematerialisation to NSDL/CDSL. NSDL/CDSL will in turn confirm the Dematerialisation to the DP.
- On receiving the confirmation, DP will credit investor's account with the number of shares so Dematerialised and thereafter he will be holding the shares in the electronic form.
- Normally the investors account will be credited within 15 days from the date of receipt of both Electronic Request and physical certificates along with DRF.
- DP will give periodic statements of holdings and will update clients account after each transaction (like bank account).