RESTRICTION ON TRANSFER OF PHYSICAL SHARES & PROCEDURE DEMAT OF SHARES

This is to inform all the shareholders holding shares in physical form that vide BSE circular dated July 5, 2018 which states that in terms of Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, which shall be effective from December 5, 2018 requests for effecting transfer of shares of listed companies shall not be processed unless the shares are held in dematerialized form.

In view of the above, shareholders are advised that to facilitate transfer of shares of the Company, the same require to be dematerialized, however such restriction shall not be applicable to the request received for transmission or transposition of physical shares.

You may access the Circular dated July 5, 2018 from the website of BSE Limited using the following link: https://www.bseindia.com/corporates/Displaydata.aspx?Id=cd22b184-1153-4b05-8ad9-d04699161f89&Page=cir

PROCESS OF DEMATERIALIZATION

1) Dematerialization starts with opening a Demat account. For demat account opening, you need to shortlist a Depository Participant (DP) that offers Demat services.

2) To convert the physical shares into electronic/ demat form, A Dematerialization Request Form (DRF), which is available with the Depository Participant (DP), has to be filled in and deposited along with share certificates. On each share certificate, 'Surrendered for Dematerialization' needs to be mentioned by DP.

3) The DP needs to process this request and send along with the share certificates to Company's registrars and transfer agents at their address at M/s. Link Intime India Private Limited, C-101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai - 400083, Phone No. 022-49186270 through the depository.

4) 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.

5) The depository will then confirm the dematerialization of shares to the DP. Once this is done, a credit in the holding of shares will reflect in the investor's account electronically.

6) This cycle generally takes about 21 days after the submission of dematerialization request, provided all documents submitted are in order.

7) Dematerialization is possible only with a Demat account.

OR

You may also visit website of depositories viz., NSDL or CDSL for further understanding about the demat procedure:

NSDL website: https://nsdl.co.in/faqs/faq.php (Dematerialization tab)
CDSL website: https://www.cdslindia.com/downloads/Investors/FAQs/05.Demat%20CDSL%20Way%20-%20V%20-%20Dematerialization-%20January%202019.pdf

BENEFITS OF DEMATERIALIZATION:

1. It allows you to conveniently manage your shares and transactions from anywhere.
2. Stamp duty is not levied on your electronic securities.
3. When you open a demat account, it provides paperless transactions of securities.
4. Nominal holding charges are levied.

Shareholders are accordingly requested, get in touch with any Depository Participant having registration with SEBI to open a Demat account or alternatively, contact any nearest office of Link Intime India Private Limited to guide you in the demat procedure

Shareholders, holding shares in physical form are requested to arrange the dematerialization of the said shares at earliest to avoid any inconvenience in future for transferring those shares.

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