

ATTENTION SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM

TOP PRIORITY!!!

Shareholders of the Company are hereby informed that, Vide BSE notification LIST/COMP/15/2018-19 dated July 05, 2018 pertaining to the Amendment to Regulation 40 SEBI(LODR) Regulations 2015, that with effect from **DECEMBER 05, 2018**, THAT TRANSFER OF SHARES LODGED WITH THE COMPANY/RTA SHALL BE IN DEMATERIALIZED FORM ONLY.

Hence Transfer lodged with Physical Share certificate/s will not be entertained by the Company/RTA, w.e.f. **DECEMBER 05, 2018**.

Shareholders ,who are holding in Physical form are requested to demat their holding and start the process IMMEDIATELY.

Our RTA will be sending you individual intimations about the process.

In the meanwhile ,the Company, for your convenience sake has provided the process hereunder .

Shareholders are requested to start the demating the process ,immediately so that no inconvenience is caused while dealing with their shares in the Securities Market.

TOP PRIORITY **URGENT ACTION** **Reg-Dematerialisation of Shares**

Dematerialisation of Shares:

Dematerialisation is the process wherein share certificates or other securities held in physical form are converted into electronic form and credited to demat account of an investor opened with a depository participant.

The demat account offers a number of benefits to the investor as he is not required to keep the shares or other securities in safe custody eliminating the risk of fire, theft, loss in transit, delay in transfer, bad delivery, fake or forged shares etc.

Several initiatives have been taken by SEBI to promote dematerialised or paperless trading, which can go a long way in eliminating the risks of bad delivery and forged shares. It introduced compulsory trading of shares in dematerialised form in specified scrips by institutional investors with effect from **January 15, 1998**.

Subsequently, SEBI has made compulsory trading of shares of all the companies listed in stock exchanges in demat form with effect from 2nd **January 2002**.

Hence, if the investor wants to trade in respect of the companies which have established connectivity with National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL), he/she may have to open a beneficiary account with a depository participant of his choice. The procedure of opening a demat account with DP is similar to opening an account with a bank.

Vide BSE notification LIST/COMP/15/2018-19 dated July 05, 2018, SEBI has mandated through the Stock Exchange/s by amending Regulation 40 of SEBI (LODR) Regulation 2015 ,that with effect from 05th December, 2018 , that Shares which are lodged for Transfer shall be in dematerialization form only .

EFFECTIVE FROM DECEMBER 05, 2018 NO TRANSFER WILL BE ENTERTAINED IF ACCOMPANIED BY PHYSICAL SHARE CERTIFICATES.

Shareholders are earnestly requested to initiate the process of demating their Physical holding ,IMMEDIATELY.

The following is the process flow of DEMATERIALIZATION:

Steps Involved in Dematerialisation:

The following steps are involved in dematerialisation of shares:

1. The investor has to open a beneficiary account with a depository participant (DP) of his choice to hold shares in demat form and undertake scripless trading.
2. Investor has to submit Demat Request Form (DRF) and share certificates to DP who in turn will check whether securities are available for demat.
3. The investor should deface the share certificates by stamping 'Surrendered for Dematerialisation' and DP will punch two holes on the name of the company and draw two parallel lines across the face of the certificate.
4. Depository participant enters the demat requests in the system to be sent to depository. DP despatches the physical certificates along with the demat request form to the Registrar and Transfer Agent (TRA) or issuer company.
5. Depository records the details of the electronic requests in the system and forwards the request to RTA or Issuer Company.
6. RTA or the issuer company on receiving the electronic request and the physical documents verifies and checks them. Once the RTA/company finds that the documents are in order, dematerialisation of the securities is electronically confirmed to the depository.
7. Depository credits the dematerialised securities to the beneficiary account of the investor and intimates the DP electronically. The DP then issues a statement of transaction to the client.