



## ATTENTION

**Intimation for compulsory Dematerialization of shares effective from December 05, 2018.**

Dear Shareholder,

This is to inform you that pursuant to amendment in Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with Gazette notification dated June 8, 2018 it is mandated that 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 effective from December 05, 2018. In case SEBI extends the said date or provide any relief, provisions of this letter or intimation should be read accordingly.

With a view to facilitate seamless transfer of shares in future and for the beneficent market liquidity as advised by the Stock Exchanges, shareholders holding shares in physical form are requested to dematerialize their shareholding in the Company.

Dematerialization facility is available both on National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL). **Company's ISIN No. is INE559D01011.**

For the purpose of dematerialization, physical shareholders are requested to contact their respective Depository Participant (DP) with whom their Demat Account has been opened. In case no Demat Account has been opened so far, the shareholder need to open a Demat Account with depository participant (DP) and then can shares be dematerialized by submitting to DP the Demat Request Form (DRF) duly filled and signed along with original share certificate.

The Company and its Registrar and Share Transfer Agent, Link Intime India Pvt. Ltd., shall not be able to entertain any request for transfer of securities in physical form after December 05, 2018.

**For ease of reference, the procedure of dematerialization of shares is also provided herein below:**

- The registered owner (shareholder) needs to submit a request to the concerned Depository Participant (DP) in the Dematerialization Request Form (DRF) for dematerialization, along with the certificates of shares to be dematerialized.
- The shareholder/DP will deface the certificates by writing "SURRENDERED FOR DEMATERIALISATION".



- The DP will verify the DRF and certificates and issue an acknowledgement slip, duly signed and stamped, to the shareholder.
- The DP will thereafter scrutinize DRF and certificates. In case the DRF/certificates are not in order, the same will be returned to the shareholder for removing deficiencies. In case DRF/certificates are in order, the details mentioned in the DRF and certificates will be entered in the software system/internet application provided by the Depository and a Dematerialisation Request Number (DRN) will be generated.
- The DRF, with the DRN mentioned on it, will then be released electronically to the company/Registrars and Transfer Agents of the company (RTA). The DP will also despatch the certificates along with the DRF to the company/RTA for verification and approval.
- The company/RTA will, after due verification of DRF and certificates, confirm acceptance of the request for dematerialisation in the necessary software system/internet application.
- The Depository's software system will then electronically create and credit appropriate number of shares in the shareholder's demat account.
- The DP will inform the shareholder of the changes in the shareholder's demat account following the confirmation of the DRF.
- The company/RTA may reject dematerialization request in some cases and will send an objection memo to the DP, with or without DRF and certificates depending upon the reason for rejection. The DP/shareholder has to remove reasons for objection within 15 days of receiving the objection memo. If the DP/shareholder fails to remove the objections within 15 days, the company/RTA may reject the request and return DRF and accompanying certificates to the DP. The DP, if the shareholder so requires, may generate a new dematerialization request and send the certificates again to the company/RTA for dematerialization. No fresh request can be generated for the same securities until the company/RTA has rejected the earlier request and informed the Depository and DP about it.

**The process of dematerialization is completed within 21 days from the date of submission of a valid dematerialization request.**