

The securities and Exchange Board of India ("SEBI") vide its Notification dated June 8, 2018 has amended Regulation 40 of Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015 to the effect that request for effecting transfer of shares shall not be processed unless the shares are held in dematerialized form with a depository. However, the transmission and transposition of shares held in physical form shall continue to be allowed. The said amendment shall come into force from December 5, 2018 and extended upto March 31 2019.

Accordingly, with effect from March 31, 2019, request for transfer of shares held in physical form shall not be processed.

Shareholders who are holding equity shares of the Company in physical form they are requested to dematerialize their shareholding in the Company. Benefits of Dematerialization can be summarized as under:-

- Hassle free share transfer with stamp duty
- Demat share balances can be used as collateral for loans / advances
- No risk of loss or theft of share certificate
- Direct credit of Dividend / Corporate benefits
- Nomination facility

The process to be followed for dematerialization of shares is given below, in brief:

1. The Dematerialization services are provided by the depositories i.e. National Securities Depository Limited ("NSDL") and Central Depository Services (India) Limited ("CDSL") through Depository Participants ("DP") appointed by them. In case the shareholders are already having a demat account with a Depository Participant, the dematerialization of shares can be processed through the said demat account. In case they are not having any demat account, they are required to open a demat account with a DP of their choice.
2. Thereafter shareholders are required to submit the duly filled in Dematerializations Request Form ("DRF") along with the share certificate(s) to be dematerialized to their DP. DP will verify the DRF and if the same is found to be in order, the DP will generate the electronic demat request in the computer system of the Depository (i.e. NSDL or CDSL), as the case may be) and the said request will be sent electronically to the Registrar & Share Transfer Agent ("RTA"). Further, the DRF along with the original share certificate(s) will also be sent to the RTA. After receipt of the DRF and the original share certificate(s), the RTA will verify the same and if the documents are found to be in order, the demat request generated by the DP shall be confirmed by the RTA electronically and the shares will be credited in concerned shareholder's demat account with DP.

The detailed process related to dematerialization of shares is available at the website of NSDL at the weblink: <https://nsdl.co.in/services/demat.php> and the website of CDSL at the weblink: <https://www.cdslindia.com/investors/f-and-q.html>.

For any queries in this regard, please contact the RTA at the following address:-

**Adroit Corporate Services Pvt. Ltd.**

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