



## **FOR THE ATTENTION OF SHAREHOLDERS HOLDING SHARES IN PHYSICAL MODE**

### **MANDATORY DEMATERIALIZATION FOR TRANSFER OF SECURITIES**

The Securities Exchange Board of India (SEBI) vide SEBI (Listing Regulations and Disclosure Requirements) (Fourth Amendment) Regulations, 2018 dated 8th June, 2018 has amended Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, whereby transfer of securities of a listed company would not be processed unless the securities are held in dematerialized form. The said regulations shall be effective from **5th December, 2018** and all the shares lodged for transfer thereafter shall be in dematerialized form only.

With a view to facilitate seamless transfer of shares in future and as advised by the Stock Exchanges, we request you to take necessary steps with a Depository Participant ("**DP**") to dematerialise physical shares held in the Company. Such shareholders may, accordingly, get in touch with any Depository Participant. Depository Participant is a SEBI registered intermediary (like banks and broking firms) having registration with one of the two depositories, viz. National Securities Depository Limited (NSDL) and Central Depository Services (India) Ltd. (CDSL). Depository Participant (DP) provides services such as dematerialisation of shares, facilitating holding and trading the shares in dematerialised form, etc.

For the ease of shareholders' understanding, transmissions/transpositions are permissible in physical form.

#### **The Procedure to dematerialise the Physical shareholding is given below for information and necessary action.**

- The shareholder (registered owner) will have to submit a request to the Depository Participant (DP) for dematerialisation in a Dematerialisation Request Form (DRF), along with the certificates of shares to be dematerialised. The shareholder / DP will deface the certificates by writing "**SURRENDERED FOR DEMATERIALISATION**".
- The DP will verify that the DRF form is duly filled in with necessary details. If the form and details are found to be in order, the DP will issue an acknowledgement slip duly signed and stamped, to the shareholder.



- The DP will then scrutinize the DRF and certificates. In case the DRF / Share certificates are not in order, the same will be returned to the shareholder to correct the deficiencies. In case the form is found to be in order, the details will be entered in the system and a Dematerialisation Request Number (DRN) will be generated and mentioned in the space provided in the DRF.
- The DRF with the DRN mentioned on the same will be released electronically to **Alankit Assignments Limited, Registrar and Transfer Agents ("RTA")** of the Company through the NSDL / CDSL network reconfirming the same. The DP will also dispatch the certificates along with the DRF and a covering letter to RTA for verification and approval.
- RTA will verify the DRF and certificates and confirm acceptance of the request for dematerialisation to NSDL / CDSL who will in turn inform your DP. NSDL / CDSL in their electronic records will credit the account of your DP who will then credit your account with the number of securities that have been dematerialised and the shares will thereafter be held in electronic form.
- RTA may reject the dematerialisation request and will send an objection memo to the DP, with the DRF and certificates with the reason for rejection. The DP / shareholder has to remove reasons for objection on receiving the objection memo. The DP, if the shareholder so requires, may generate a new dematerialisation request and send the certificates again to RTA for dematerialization after complying with the reasons for rejection.
- The process of dematerialisation is to be completed within 21 days from the date of submission of a valid dematerialisation request.

## **INSTRUCTIONS**

- Shareholder needs to verify if his/her demat account is in the same name / order in which his/her name appears on the physical share certificate. Any mismatch in name will lead to non-acceptance of demat request by the Depository Participant.
- At the time of surrendering the share certificate for dematerialization, shareholder shall submit a copy of PAN card and AADHAR card. The ISIN for demat of shares of the Company is **INE645L01011**



In case of any queries in this regard, you may also contact RTA

**Alankit Assignments Limited**  
**Registrar and Transfer Agent**  
**(Unit: Jubilant Industries Limited)**  
**3E/7, Alankit Heights, Jhandewalan Extension**  
**New Delhi - 110055**  
**Tel: +91-11-23541234, 42541234**  
**Email: rta@alankit.com, info@alankit.com**

### Frequently Asked Questions (FAQs) on Dematerialisation

#### **1. What are the benefits of Dematerialisation of shares?**

Shares held in DEMAT form have several advantages and helps eliminate many problems that investors have to face while dealing with securities. They minimize paperwork that is involved with the ownership, trading, and transfer of securities. It facilitates faster transactions and makes trade of securities extremely convenient. There are a wide range of advantages associated with a DEMAT account such as:-

- I. The risks pertaining to physical certificates like loss, theft, forgery and damage are eliminated completely with a DEMAT account.
- II. Less paperwork enables quicker transactions and higher efficiency in trading including immediate transfer of shares and faster settlement cycle.
- III. Ease in portfolio monitoring
- IV. The shares that are created through mergers and amalgamation/ acquisitions of companies are credited automatically in the DEMAT account.
- V. There is no need to pay stamp duty on transfer of securities thereby bringing down the cost of transaction significantly.

#### **2. How do I open an account with a Depository and will I be periodically informed about the movement in my electronic account?**



You may open an account with a depository participant ('DP') of your choice. As an investor, you will interact with National Securities Depository Limited (NSDL) or Central Depository Services (India) Limited (CDSL) through your Depository Participant. On submission of Demat account opening form and necessary documents, your DP will allot you an account number which will serve as a reference for all your future dealings with them.

Your DP will update your account after each transaction, and would periodically furnish you with a statement of holding. You may verify this with them at the time of opening your demat account.

**3. Will I continue to receive corporate benefits?**

All corporate benefits such as dividend, interest, bonus shares, rights shares, if any, will be issued by RTA to the beneficial owners i.e. the accountholders who hold the securities in electronic form. The dividend/interest amounts as and when declared/issued will be sent to you/your bankers directly. The entitlement of rights and bonus shares/debentures wherever applicable, will be credited to the beneficiaries accounts as per the investors' option and the terms of the issue.

**4. How do I trade (buy/sell) in electronic form?**

You may buy and sell securities in electronic form through the depository by co-ordinating with your broker and your DP. Such transactions would be simpler and faster. Payments for such transactions would be made in the same way as is done for physical certificates. Securities purchased in electronic form are credited to your account on the very next day of payout with no formalities of filling transfer deeds or applying to the Company for registration. Such transactions are not routed through the Company and the debit/credit takes place directly in the Depository System. However, corporate benefits would be paid to the person holding such securities on the Record date/Book closure date as applicable.

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