

## **KIND ATTENTION: SHAREHOLDERS**

### **▪ CONVERSION OF THE PHYSICAL SHARES IN DEMAT FORM.**

**Pursuant to the amendment to Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide Gazette notification dated June 8, 2018:**

Except in case of transmission or transposition of securities, requests for effecting the transfer of securities shall not be processed unless the securities are held in the dematerialized form with a depository w.e.f. December 5, 2018. Means it has been mandated that transfer of securities would be carried out in dematerialized form only after 5<sup>th</sup> December 2018. According to this amendment, the requests for effecting the transfer of listed securities shall not be processed unless the securities are held in the dematerialized form with a depository.

Therefore, for affecting any transfer, the securities shall mandatorily require to be in Demat form. **Therefore based on the above all the Shareholder holding the physical shares are requested to convert their shares in electronic form i.e. Demat Form at the earliest.** Otherwise request for effecting transfer of equity shares held in physical form will not be processed w.e.f. December 5, 2018.

### **How to Dematerialize Shares (From Physical to Demat form)**

Dematerialisation (Demat) is the process by which securities held in physical form are cancelled and destroyed and the ownership thereof is retained in fungible form in a Depository by way of electronic balances.

- Shareholders should submit the duly filled in Demat Request Form (DRF) along with physical certificate(s) to the concerned DP.
- DP intimates the relevant Depository of such requests through the system.
- DP submits the DRF and the Certificate(s) to the Company's Registrar and Share Transfer Agent (RTA).
- The Company's RTA confirms the dematerialisation request from Depository.
- The Company's RTA, after dematerialising the certificate(s), updates accounts and informs concerned Depository regarding completion of dematerialisation. Depository updates its accounts and informs the DP.
- DP updates the demat account of the shareholder.

### **▪ UPDATION OF PAN AND BANK DETAILS**

**Pursuant to the SEBI Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/ 2018/73 dated April 20, 2018:**

Shareholder holding physical shares are required to submit their Permanent Account Number (PAN) and bank account details to the MCS Share Transfer Agent Ltd (RTA), if not registered with the Company as mandated by SEBI. Members holding shares in electronic mode are requested to submit their PAN and bank account details to their respective DPs with whom they are maintaining their Demat accounts, if not registered with the DP as mandated by SEBI.