

Dematerialization of Shares

The Company's shares which are in the compulsory dematerialized list notified by the Securities and Exchange Board of India (SEBI), are transferable through the depository system. In view of the above, all the shareholders holding the Company's shares in physical form are advised to get their shares converted into electronic form.

In order to dematerialise physical shares one has to open Demat account with the DP. Thereafter, fill in the Demat Request Form (DRF) which is available with the DP and submit the same along with physical share certificate(s) that is/are to be dematerialised. The complete process of dematerialisation is summarized below:

- Surrender share certificate(s) for dematerialisation to your DP.
- DP intimates to the Depository regarding the request through the system.
- DP submits the share certificate(s) to the Company's RTA.
- RTA confirms the dematerialisation request from Depository.
- After dematerialization of shares, RTA updates accounts and informs Depository regarding completion of dematerialisation.
- Depository updates its accounts and informs the DP.
- DP updates the Demat account of the shareholder.

Rematerialization of Shares

If one holds shares in electronic form and now wishes to hold his/her shares in the physical form, he/she has to fill in the Remat Request Form (RRF) and request his/her DP for rematerialisation of shares held in his/her demat account. The process of rematerialisation is outlined below:

- Make a request for rematerialisation.
- DP intimates Depository regarding the request through the system.
- Depository confirms rematerialisation request to the Company's RTA.
- RTA updates accounts and prints share certificate(s).
- Depository updates accounts and downloads details to DP.
- RTA dispatches share certificate(s) to shareholder.