

ATTENTION SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM

**TRANSFER OF SECURITIES TO BE CARRIED OUT ONLY IN DEMATERIALIZED
FORM WITH EFFECT FROM 5TH DECEMBER, 2018**

Securities and Exchange Board of India (SEBI) vide its notification dated 8th June, 2018 has notified Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) (Fourth Amendment) Regulations, 2018 (Listing Regulations) and SEBI (Registrars to an Issue and Share Transfer Agents) (Amendment) Regulations 2018 (RTA Regulations) and amendment to Regulation 40 of the Listing Regulations and Clause 5(c) of Schedule III of the RTA Regulations.

The above amendments have mandated that the transfer of securities would be carried out only in dematerialized form, effective from 5th December, 2018.

According, attention of all the shareholders holding shares in physical form is brought to the following:

- Request for effecting transfer of securities shall not be processed by the Company or Karvy Computershare Private Limited (Karvy), Registrar and Share Transfer Agents (RTA) of the Company, unless the securities are held in dematerialized form with effect from 5th December, 2018.
- This restriction shall not be applicable to the request received for transmission or transposition of shares held in physical mode.

Considering the above, it is advisable to get your shares dematerialized as early as possible.

For your ready reference, please refer to the enclosed procedure for dematerialising your shares.

Process of Dematerialization of Shares

- Dematerialization starts with opening a Demat account. For demat account opening, you need to shortlist a Depository Participant (DP) registered with SEBI that offers Demat services.
- To convert the physical shares into electronic/demat form, a Dematerialization Request Form (DRF), which is available with the Depository Participant (DP), has to be filled in and deposited along with original share certificates. On each share certificate, 'Surrendered for Dematerialization' needs to be mentioned.
- DP needs to process this request along with the share certificates with the Company and simultaneously with Registrars and Transfer Agents (RTA) of the Company through the Depository i.e., NSDL or CDSL.
- Once the request is approved the Company/RTA, the share certificates in the physical form will be destroyed and a confirmation of dematerialization will be sent to the Depository.
- The Depository will then confirm the dematerialization of shares to the DP. Once this is done, a credit in the holding of shares will get reflected in the investor's demat account electronically.
- This cycle takes about 3 weeks after the submission of dematerialization request provided all documents are in order.

You may alternatively contact any branch of Karvy which can guide you in dematerialization of your shares. You may also visit website of depositories viz. National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL) for further understanding the demat procedure:

NSDL: <https://nsdl.co.in/services/demat.php>

CDSL: <https://www.cdslindia.com/downloads/faq/Demat%20CDSL%20Way%20-%20V%20-%20Dematerialization.pdf>