

Procedure for dematerialisation of shares

1. Open a Beneficiary Account with a Depository Participant (DP) registered with SEBI
2. Submit Demat Request Form (DRF) as given by the DP duly signed by all the joint holders with names and signatures in the same order as appearing in the certificate(s) and the Company records.
3. Obtain acknowledgement from DP on handing over DRF and share certificate(s).
4. DP will take steps to log-in electronically Demat Request and forward DRF and Share Certificates to the Company / Registrars. Demat confirmations are required to be completed within 14 – 21 days from the date of receipt of documents by Company / Registrars.
5. Receive confirmation statement of holding from the DP.
6. If the shareholders have e-mail / SMS facility, request, the DP to confirm demat immediately through e-mail / SMS.
7. Please do not send share certificates / DRF documents to the Company / Registrars directly.