

Procedure for Dematerialization

Following steps are involved in Dematerialization of Physical Shares / Securities

1. Share Holder who owns original Share Certificate(s) in Physical / Paper Form has to open a demat account with a Depository Participant.
2. Share Holder shall Fill in a Demat Request Form (DRF) and submit the same along with the original Physical Share Certificate(s) to the Depository Participant for Dematerialization.
3. For each ISIN, a separate DRF has to be used by Share Holder.
4. Depository Participant to verify that the Demat Request Form (DRF) has been filled correctly.
5. Depository Participant to setup a Demat request on the CDSL / NSDL (Depositories) system.
6. Depository Participant to deface / mutilate / affix stamp on the physical certificates mentioning “Surrendered for Dematerialization” and Send the original Share Certificate(s) to the Issuer / Registrar and transfer Agent (RTA).
7. Issuer / Registrar and transfer Agent (RTA) verifies genuineness of the Share Certificates and confirms the demat request.
8. On receiving confirmation from Issuer / Registrar and transfer Agent (RTA), CDSL / NSDL (Depositories) credits an equivalent number of securities in the demat account of the Share Holder maintained with CDSL / NSDL (Depositories).