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**MANDATORY DEMATERIALIZATION FOR TRANSFER OF SECURITIES**

Members may please be informed that the Securities and Exchange Board of India (SEBI) vide its notification dated 8th June 2018, has mandated transfer of securities in dematerialized form only by making an amendment in Regulation 40 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations,2015 (the Listing Regulations) which will come into effect from 5th December, 2018.

According to the aforesaid notification, request for effecting transfer of securities shall not be processed unless the securities are held in the dematerialized form with effect from 5th December, 2018.

**Please note that Freedom Registry Limited, Share Transfer Agent of the Company and Company will not accept any request for transfer of shares in physical form with effect from 5th December, 2018.**

This restriction shall not be applicable to the request received for transmission or transposition of physical shares.

Members are accordingly requested to get in touch with any Depository Participant having registration with the SEBI to open a Demat account.

**Process of dematerialization of shares**

Dematerialization starts with opening a Demat account. For demat account opening, you need to shortlist a Depository Participant (DP) that offers Demat services. A DP is an agent of the depository (NSDL and CDSL) providing depository services to investors.

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 share certificates. On each share certificate, ‘Surrendered for Dematerialization' needs to be mentioned.

Once the request is approved, 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 reflect in the investor's account electronically.

You may also visit web site of depositories viz., NSDL or CDSL for further understanding about the demat procedure:

NSDL website:

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

CDSL website:

<https://www.cdslindia.com/downloads/faq/05.Demat%20CDSL%20Way%20-%20V%20-%20Dematerialization%20January%20>

You may access the circulars issued by the BSE and NSE in this regard on the following links:

BSE website:-

<https://www.bseindia.com/corporates/Displaydata.aspx?Id=cd22b184-1153-4b05-8ad9-d04699161f89&Page=cir>

NSE website: -

<https://www.nseindia.com/corporates/content/eq_listcompanies.htm>

**MEMBERS, HOLDING SHARES IN PHYSICAL FORM ARE REQUESTED TO ARRANGE THE DEMATERIALIZATION OF THE SAID SHARES AT EARLIEST TO AVOID ANY INCONVENIENCE IN FUTURE FOR TRANSFERRING THOSE SHARES.**

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