



Transfer of shares only in Dematerialized Form

Dear Shareholders,

This is with reference to the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) (Fourth Amendment) Regulations, 2018 issued by the Securities and Exchange Board of India ("SEBI") vide Notification (Ref. No.: SEBI/LAD-NRO/GN/2018/24) and published in the Official Gazette on June 8, 2018 read with SEBI Notification (Ref. No.: SEBI/LAD-NRO /GN/ 2018/49) published in the Official Gazette on November 30, 2018 w.r.t amendment in Regulation 40 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. SEBI has mandated that with effect from April 1, 2019, requests for effecting transfer of securities shall not be processed unless securities are held in a dematerialized form with a depository, except in case of transmission or transposition of securities,.

Pursuant to the aforesaid, the Shareholders of 3i Infotech Limited (the "Company") holding their securities in physical form are requested to have the same dematerialized at the earliest to avoid any inconvenience in future for transferring the securities and also avail the benefits of dematerialization, which inter alia include:

- Less stamp duty involved while transferring securities.
- Elimination of bad deliveries and other risks such as loss / theft / mutilation of share certificates.
- No courier / postal charges etc.

In order to proceed with conversion of physical holdings into dematerialized form, Shareholders may approach any DP registered with SEBI.

For detailed information on the process of dematerialization, Shareholders can refer website of Depositories viz., National Securities Depository Limited (NSDL) at <https://nsdl.co.in/services/demat.php> or Central Depository Services (India) Limited (CDSL) at <https://www.cdslindia.com/investors/q-and-a.html>.

For ease of reference, a brief procedure for converting securities held in physical form into dematerialized form is given below:

- a) Dematerialization starts with opening of a demat account. For opening a demat account, one needs to shortlist a Depository Participant ("DP") that offers demat services.
- b) To convert the physical shares into demat form, a Dematerialization Request Form ("DRF"), available with the DP, needs to be filled in and deposited with the DP along with share certificates. Before submission, the Shareholder/DP has to deface the certificates by writing "SURRENDERED FOR DEMATERIALISATION" on the face of the certificates.
- c) The DP will raise the request electronically and despatch this request along with the share certificates to the RTA department of the Company.
- d) RTA will enter the details in their back-office system after verifying the DRF and confirm the demat request in the depository system, if found in order.
- e) The credit of the shares will be reflected in the Shareholder's account electronically.
- f) In case, if there is any discrepancy/ies observed by the RTA in the application filed by the Shareholder/DP, the RTA will raise objection for such discrepancies and the concerned Shareholder/DP shall be required to rectify or re-submit the same within 15 days from the date of receipt of such observation.
- g) The process of dematerialization takes around 2-3 weeks from the date of submission of a valid dematerialization request with the RTA.