

Dematerialisation & Rematerialisation

A. Dematerialization of shares:

- i. The shareholders have to open a Demat Account with a Depository Participant (DP) registered with SEBI.
- ii. Submit the Original Share Certificate(s) along with Demat Requisition Form (DRF) to their DP, who will verify the same and if found in order will generate the DRN-Demat Request no in the Depository.
- iii. The DP then sends the DRF and the original share certificates to the respective RTA
- iv. On receipt of the DRF and DRN, the RTA will verify the documents and release the DRN in the Depository resulting to the credit of the respective shares in the shareholder's demat account..

Benefits of dematerialization:

- i. No damage or loss of certificate in postal transit;
- ii. Cases of forgery or tearing or mutilation of share certificate(s) are eliminated;
- iii. Once a demat account is opened with a DP, shareholder can buy or sell shares in demat form thereby avoiding paperwork and stamp duty

B. Rematerialisation of Shares:

Shareholders who hold shares in dematerialized form and wish to convert the same in Physical Form, are required to submit :

- i. Duly filled in Remat Request Form (RRF) with the details of the shares held by them to their DP.
- ii. Client Master list with their demat account details

On receipt and verification of the physical 'Remat Request Form' (RRF) and the Remat Request No (RRN) if found in order, the Company will issue fresh share certificates and dispatch the same to the shareholder.