

DEMATERIALIZATION OF SHARES

Dear Shareholder,

SEBI vide its Gazette Notification No. SEBI/LAD-NRO/GN/2018/24 Dated June 8, 2018 has issued the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) (Fourth Amendment) Regulations, 2018 and further notification by SEBI dated November 30, 2018, providing for transfer of Securities in dematerialised form only with effect from 1st April, 2019 by amending the Regulation 40 of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

KINDLY NOTE THAT SECURITIES HELD IN PHYSICAL FORM SHALL NOT BE TRANSFERRED BY THE COMPANY FROM APRIL 1, 2019 UNLESS THE SECURITIES ARE HELD IN DEMATERIALIZED FORM.

BRIEF GUIDELINES ON HOW TO CONVERT PHYSICAL SHARE CERTIFICATES INTO DEMAT FORM:

- a) You need to open a beneficiary account (BO), with a depository participant, popularly called DP. A depository participant is an agent, who interacts with the depository. Your bank can be a depository participant. The depositories in India are the NSDL (National Securities Depository Limited) and CDSL (Central Depository Services Limited).
- b) Submit proof of identity such as PAN card and an identity proof/address proof, such as Passport copy along with copy of AADHAAR. (Your demat account, should be in the same name as the ownership in physical form).
- c) Once your demat account is opened, your shares can be demated, by filling a Dematerialisation Request Form (DRF). You then submit/surrender the certificates of the shares which you want dematerialized, along with the Dematerialisation Request Form (DRF), to the depository participant.
- d) The DP upon receipt of your request for Dematerialisation will deface the share certificate (s) and records the dematerialisation request in the Depository system after necessary verification. The DP submits the share certificate (s) along with the DRF to Registrar and Share Transfer Agent (RTA) for verification and confirmation.
- e) The RTA will verify the documents along with signature of shareholders from the records available with the Company and also check and verify the authenticity of the Share Certificate (s). The RTA will confirm the demat of share to DP and share will be credited to the demat account of the shareholder upon said confirmation of RTA

YOU ARE REQUESTED TO CONVERT YOUR PHYSICAL HOLDINGS INTO DEMAT FORM AT THE EARLIEST.

Please get in touch with the Registrar & Share Transfer Agent of the Company for any further information in the matter at the following address:

M/s Maheshwari Datamatics Pvt Ltd
Registrar & Share Transfer Agent
23, R. N. Mukherjee Road
Kolkata- 700001
Ph: 033 2248-2248, 2243-5029
E-mail- mdpldc@yahoo.com