

PROCEDURE FOR DEMATERIALIZATION OF SHARES HELD IN PHYSICAL FORM

1. Open a Demat Account with any Depository Participant (DP), registered with any of the two Depositories, i.e., Central Depository Services (India) Limited (CDSL) or National Securities Depository Limited (NSDL), as per your choice and convenience, by following the procedure prescribed by the concerned DP.
2. The Demat Account shall be opened in the order in which the name(s) of Shareholder(s) is / are appearing on the Share Certificate(s).
3. List of DPs is available on the websites of the Depositories –
For CDSL : <https://www.cdslindia.com/DP/dplist.aspx>
For NSDL : https://nsdl.co.in/dps_search.php
4. After Demat Account is opened, the DP will provide the Demat Account Number, which is also called Beneficial Owner Identification Number (BO ID).
5. Obtain Dematerialisation Request Form (DRF) from the DP and submit duly executed DRF along with the original Share Certificate(s) to the DP for dematerialization.
6. After scrutinizing DRF and Share Certificate(s), the DP will generate a Dematerialisation Request Number (DRN) electronically and forward the DRF and Share Certificate(s) to the Company's Registrars and Transfer Agents (RTA).
7. If the documents are in order, the RTA will confirm the Demat Request, proceed with the dematerialisation and the Shares will be credited electronically into the Demat Account.
8. In case the documents are not in order, the RTA will reject the Demat Request and return the documents, specifying the reasons for the rejection, to the DP.
9. The Dematerialisation process will normally take about 3 weeks (21 days) from the date of receipt of a valid Demat Request by the DP.

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