

## **RESTRICTION ON TRANSFER OF PHYSICAL SHARES & PROCEDURE FOR DEMATERIALIZATION OF SHARES OF ALL SHAREHOLDERS**

### **Amendment to Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations) with respect to mandatory dematerialization for transfer of securities**

SEBI has vide gazette notification dated June 8, 2018, has mandated that transfer of securities would be carried out in dematerialized form only by making an amendment in Regulation 40 of the Listing Regulations which will come into effect from **December 5, 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 the depository with effect from December 5, 2018.

**Please note that LINK INTIME INDIA PVT. LTD., Registrars and Transfer Agent and Company will not accept any request for transfer of shares in physical form with effect from December 5, 2018.**

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

Shareholders are requested to get in touch with any Depository Participant having registration with SEBI to open a Demat account or alternatively, contact any office of the nearest **LINK INTIME INDIA PVT. LTD** branch to guide you in the demat procedure. Please refer to **Annexure A** regarding procedure for dematerialization of shares.

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

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

**SHAREHOLDERS, 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.**

## **ANNEXURE -A**

### **DEMATERIALIZATION OF SHARES**

Dematerialization offers flexibility along with security and convenience. Holding share certificates in physical format carried risks like certificate forgeries, loss of important share certificates, and consequent delays in certificate transfers.

Dematerialization eliminates these hassles by allowing customers to convert their physical certificates into electronic format. Shares in the electronic format are held in 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.

The DP needs to process this request along with following Documents and share certificates to the Company or to the Registrars and share transfer agent of the company.

### **DOCUMENTS REQUIRE FOR TRANSFER:**

- FORM SH 4 : SHARE TRANSFER DEED
- PAN CARD OF TRANFEROR & TRANSFEREE ( SELF ATTESTED )
- ADHAR CARD OF TRANFEROR & TRANSFEREE ( SELF ATTESTED )
- PAN CARD & ADHAR CARD OF THE WITNESS ( SELF ATTESTED - WHOSE WITNESS IS TAKEN IN SH 4 )
- STAMP DUTY - 25 PAISE FOR EVERY 100 RS VALUE OF SHARE AS PER MARKET PRICE
- SHARE CERTIFICATES
- IF YOUR RESIDENTIAL ADDRESS AS PER COMPANY RECORDS DIFFERS FROM ADHAAR CARD , PROVIDE ELECTRICITY BILL / BANK STATEMENT / ELECTION CARD/ TELEPHONE BILL / RATION SUPPORTING THE ADDRESS AS REGISTERED WITH COMPANY ( BILLS SHOULD NOT ME MORE THAN 3 MONTHS OLD )

**Further Enclosed herewith Guidance letter for Updating the necessary KYC details of registered and/or joint holders holding shares in physical form with respect to SEBI Circular No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20 April 2018 & BSE Circular No : LIST/COMP/15/2018-19 dated 5 July 2018.**

**ADVICE: ( THE TRANSFER DEED WILL BE VALID UPTO 60 DAYS FROM DATE OF EXECUTION, KINDLY SUBMIT THE DOCUMENTS IN WEEK FROM THE EXECUTION DATE OF TRANSFER DEED )**

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.

This will take about 15 to 30 days after the submission of dematerialization request

**DEMATERIALIZATION IS POSSIBLE ONLY WITH A DEMAT ACCOUNT.**

**BENEFITS OF DEMATERIALIZATION**

- It allows you to conveniently manage your shares and transactions from anywhere.
- Stamp duty is not levied on your electronic securities.
- When you open a demat account, it provides paperless transactions of securities.



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Subject: - **Updating the necessary KYC details of registered and/or joint holders holding shares in physical form.**

Dear Sir/Madam,

We refer to the SEBI Circular No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20<sup>th</sup> April 2018 & BSE Circular No LIST/COMP/15/2018-19 dated 5<sup>th</sup> July 2018 by which they have directed all the listed companies to record the PAN , Bank account details of all their shareholders and advise them to dematerialise their physical securities. Accordingly your Company has initiated steps for registering the **PAN details** (including joint holders if any) and the **BANK ACCOUNT** details of all the registered shareholders.

We would also like to register other KYC details such as email id, mobile number, specimen signature and nomination. Your present status of each of these requirements is provided in the KYC form. We request you to kindly fill in the details in the KYC form and forward the same along with all the supporting documents based on requirements considering the below mentioned points. Single copy of supporting document is sufficient for updating multiple subjects.

**A. For updating PAN of the registered and/or joint shareholders:**

- Self- attested legible copy of PAN card (exempted for Shareholders from Sikkim)

**B. For updating Bank Account details of the registered shareholder:**

**1. In cases wherein the original cancelled cheque leaf has the shareholder's name printed**

- For address proof : Self- attested legible copy of Aadhaar/passport/utility bill (not older than 3 months)
- Original cancelled cheque leaf containing the Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code and the name of the shareholder printed on the cheque leaf.

**OR**

**2. In cases wherein the cancelled cheque leaf does NOT contain the shareholder's name printed on it**

- For address proof : Self- attested legible copy of Aadhaar/passport/utility bill (not older than 3 months)
- Original cancelled cheque leaf containing the details, Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code.
- Legible copy of the bank passbook / bank statement specifying the KYC details of the registered shareholder such as the name, address, bank account number etc. duly attested by the officer of the same bank with his signature, name, employee code, designation, bank seal & address stamp, phone no. and date of attestation.

**C. For updating the Specimen signatures of the registered and/or joint shareholders:**

- Affidavit duly notarised on non-judicial stamp paper of Rs. 100/- (format available on [www.linkintime.co.in](http://www.linkintime.co.in) under Resources-Download-General-Change of Signature- Affidavit for change of signature).
- Banker's verification (format available on [www.linkintime.co.in](http://www.linkintime.co.in) under Resources-Download-General-Change of Signature-format for signature verification)
- Original cancelled cheque containing the details, Bank A/c No., Bank Name, type of account, IFSC Code, MICR Code and the name of the shareholder printed on the cheque leaf.
- If the cancelled cheque leaf does not contain shareholder's name - legible copy of the bank passbook / bank statement specifying the KYC details of the registered shareholder such as the name, address, bank account number etc. duly attested by the officer of the same Bank with his signature, name, employee code, designation, bank seal & address stamp, phone no. and date of attestation.

**D. For registering Email id of registered shareholder:** Email-id of the registered shareholder to be mentioned in the KYC form attached for all future communication in electronic mode (Go Green Initiative).

**E. For registering Mobile No. of registered shareholder:** Mobile no. of registered shareholder for future direct communication

**F. For registering Nominee by the registered shareholder (if any):** Nomination (Form SH-13) available on our website at [www.linkintime.co.in](http://www.linkintime.co.in) under Resources-Downloads-General- Nomination.

We request you to kindly forward KYC form duly filled in, along with copies of supporting documents for all the "Required" remarks within 21 days from the date of this letter.

As per SEBI directive, enhanced due diligence procedure will be applicable if KYC requirements mentioned above are not fulfilled.

Inclined to serve you with the best of our services!!

Yours faithfully,

For Link Intime India Pvt Ltd

Sd/-

Authorised Signatory

***This is a computer generated letter and hence no signature required.***

***Note:*** SEBI notification SEBI/LAD-NRO/GN/2018/24 dated 8<sup>th</sup> June, 2018 & BSE circular no. LIST/COMP/15/2018-19 dated 05<sup>th</sup> July, 2018 have stated that requests for effecting transfer of securities (except in case of transmission or transposition of securities) shall not be processed after 5<sup>th</sup> December 2018, unless the securities are held in the dematerialized form with the depositories. Hence you are requested to dematerialize your physical securities. (The above mentioned circulars are available on our website)