

Change of Address

Shareholders holding shares in physical form may send a request letter duly signed by all the holders giving the new address along with Pin Code. Shareholders are also requested to quote their folio number and furnish proof such as attested copies of Ration Card/ Passport/ Latest Electricity Bill/ telephone Bill/ Lease Agreement, etc. If shares are held in dematerialised form, information about change in address needs to be sent to the DP concerned.

Dematerialisation of Shares

Dematerialisation (DEMAT) is the process by which securities held in physical form are cancelled and destroyed and the ownership thereof is entered into and retained in a fungible form on a depository by way of electronic balances. Trading in demat form is regulated by the Depositories Act, 1996 and is monitored by the SEBI. The two depositories functioning are NSDL & CDSL.

How to Dematerialise Shares?

The procedure for dematerialising shares is as under:

Open Beneficiary Account with a Depository Participant (DP) registered with SEBI.
Submit Demat Request Form (DRF) as given by the DP, duly signed by all the holders with the names and signatures in the same order as appearing in the concerned certificate(s) and the Company records.

Obtain acknowledgement from the DP on handing over the share certificate(s) along with the DRF.

Demat confirmations are required to be completed in 21 days as against 30 days (excluding time for despatch) for physical transfer.

Receive a confirmation statement of holdings from the DP. Statement of holdings is sent by the DPs from time to time. Presently, confirmation is given by DPs on an enabling basis through email or SMS facilities, thus enabling shareholders to further trade in securities immediately.

Rematerialisation of Shares

Transfer of Shares

- Transferee (s) need to send share certificate(s) along with the share transfer deed in the prescribed Form 7B, duly filled in, executed and affixed with share transfer stamps, to the Company's R&TA. The statutory time limit fixed for completing a transfer is one month under the Listing Agreement and two months under the Companies Act, 1956. The Government of India, Ministry of Finance, Department of Revenue, has fixed the Stamp Duty on transfer (whether with or without consideration) of shares at the rate of 0.25 paise for every Rs. 100 or part thereof of the market value of the shares on the date of execution of the

transfer deed. The transfer deed is valid for a period of one year from the date of presentation or till the book closure date, whichever is later. In case the transfer deed has expired, the holder may approach the Registrar of Companies to get the same revalidated.

- In case of Dematerialised shares, the shares are credited to the purchaser's account by the respective Depository Participant under the directions of the concerned Depository. Presently, transfer of dematerialised shares does not attract stamp duty.
- In case of transfer of shares by Non-Resident in addition to the normal procedure for transfer of shares, prior approval of the Reserve Bank of India is required to be obtained by the Non-Resident Investor(s).

Transmission of Shares

- In case of a deceased shareholder who held shares in his/ her own name (single) and had left a Will, the legal heir (s) will have to get the Will probated by the Court of competent jurisdiction and then send to the Company's R&TA a copy of the probated Will, along with relevant details of the shares and the relevant share certificate(s) in original.
- In case the share holder dies intestate (without a Will), the heirs will have to get the succession certificate from the Court of competent jurisdiction and then send to the Company's R&TA a copy of the Succession Certificate, alongwith an attested copy of Death Certificate, relevant details of the shares and share certificate(s) in original.