

A. Transfer of Shares:

Alert - The Securities and Exchange Board of India (SEBI) has amended the Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 whereby requested that shareholders of listed Companies who continue to hold shares in physical form are advised to dematerialize their shares on or before 31st March, 2019 otherwise transfer of securities in physical form, post 31st March, 2019 will not be permitted.

For transfer of shares, the following activities will have to be undertaken:

- 1) Instrument of transfer which shall be in Form No. SH-4 has to be executed
- 2) The required details will have to be filled in the indicated spaces.
- 3) The transferor(s) and transferee(s) have to sign in the space indicated and the signature(s) of the transferor(s) have to be witnessed.
- 4) Attach self attested copy of the PAN Card's of the transferor(s) as well as of the transferee(s).
- 5) The requisite stamp duty has to be franked /affixed on the instrument of transfer i.e. 0.25% of the present market value of shares, on the date you would execute the said Form.
- 6) The instrument of transfer along with the relevant original securities has to be submitted/ delivered to the Company's Registrars within 60 days from the date of its execution, specified thereon.
- 7) In case the transferee is already having an existing folio number in similar name(s) and order thereof, please quote the same in the Securities Transfer Form (Form no. SH.4) to enable us to register new shares in the same folio number.

The blank transfer forms (Form SH4) would be available with your local stockbroker / Stock Exchange. The same can also be downloaded from the DBSL website.

Other important information:

- a) With effect from 01.07.02, for transactions in physical form, the Government of Maharashtra has banned the sale and use of share transfer stamps. For transactions executed in Maharashtra, instead of affixing share transfer Stamps, stamp duty @ 0.25% of the market value or the consideration amount (whichever is higher) should be franked on the instrument of transfer.
- b) Validity of the executed instrument of transfer
 - a. for shares :- 60 days from the date of execution
 - b. for debentures :- for an indefinite period
- c) SEBI has notified vide its Circular No. MRD/DoP/Cir-05/2009 dated 20th May, 2009 that it is mandatory for all transactions in the securities market including transfer of shares in physical form of listed Companies to be accompanied with copies of PAN Cards of ALL the transferees.

d) As per SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, both transferor's and transferee's are required to furnish copies of their PAN Cards for transfer of securities.

Hence, kindly attach self attested copies of PAN Cards of both the transferee(s) and transferor(s) along with the instrument of transfer(Form SH 4)

Refer download forms for formats