

Dematerialization & Rematerialization of Shares

A. Dematerialization of shares:

- Dematerialization is the process of converting physical share certificates into electronic form held in a demat account with a Depository Participant (DP). It eliminates risks like loss or damage and makes transactions quicker and easier.
- Shares can be held electronically through National Securities Depository Limited (NSDL) or Central Depository Services (India) Limited (CDSL). To dematerialize shares, shareholders must open a demat account and submit their share certificates with a Demat Request Form (DRF). After verification, shares are credited to the demat account.
- **Benefits:** No risk of loss or damage, no forgery issues, and easy buying/selling of shares.

Requests are accepted only from Depository Participants (DPs).

a. Documentation by Registered shareholders/ DP

1. Electronically generated DRN.
2. Original Share Certificates
3. Duly filled in Demat Request form, along-with DP seal and signature along with CML copy.
4. Copy of PAN Card of all shareholders self-attested with date.
5. Original Demat Request Copy / Original Download from DPM system stating the DRN, DPID Client ID / Covering Letter from DP stating DRN, DPID Client ID and CML from DP with seal and signature.
6. PAN, Bank Mandate, Mobile No, Email Id, with supporting documents as required to be provided in **Form ISR-1**, in case these details are not registered or any change.
7. Banker's attestation of the signature of the registered sole / first holder as per **Form ISR – 2** as mentioned in **Annexure B** (provided below), in case these details are not registered or any change.
8. In case of minor variation in the name of shareholder(s) between the share certificate and demat request, the Original Self declaration form attested by DP shall be obtained along with the requisite document as prescribed.
9. In the event of joint holder transmission (Name deletion)cum demat, additionally the following documents to be submitted:
 - Original death certificate or copy of death certificate duly attested by the Notary Public or a Gazetted officer.
10. Forms from the DP for transposition cum demat or Transmission cum demat of securities, as the case may be.

b. Documentation by Body Corporate holder

1. Electronically generated DRN.
2. Original Share Certificates.
3. Duly filled in Demat Request form (DRF), along-with DP seal and signature.
4. Original Demat Request Copy / Original Download from DPM system stating the DRN, DPID Client ID / Covering Letter from DP stating DRN, DPID Client ID and CML from DP with seal and signature.
5. In case of change in signatory between specimen recorded with RTA and DRF, the following to be obtained.
 - I. Certified copy of Board resolution authorizing the authorized signatory to sign the DRF on behalf of the company
 - II. Copy of PAN Card of the authorized signatory.
6. In case of change in the name of Body Corporate between the share certificate and DRF, certified copy of new certificate of incorporation issued by ROC.
7. PAN, Bank Mandate, Mobile No, Email Id, with supporting documents as required to be sought in **Form ISR-1**, in case these details are not registered or any change.
8. Banker's attestation of the signatures as per **Form ISR – 2** and documents mentioned in **Annexure B** (provided below), in case these details are not registered or any change.

B. Rematerialization of Shares:

- Shareholders holding shares in demat form who wish to convert them into physical form must submit a duly filled Remat Request Form (RRF) along with the required documents to their Depository Participant (DP).
- Upon receipt of the rematerialization request, the Company will issue fresh share certificates

Receipt for request of Rematerialization of securities would be entertained only from Depository Participants.

a. Documentation by Registered shareholders/ DP

1. Electronically generated RRN.
2. Duly filled in Remat Request form (RRF), along-with DP seal and signature.
3. Copy of PAN Card of all shareholders self-attested with date.
4. Original Remat Request Copy / Original Download from DPM system stating the RRN, DPID Client ID / Covering Letter from DP stating RRN, DPID Client ID and CML from DP with seal and signature.

b. Documentation by Body Corporate holder

1. Electronically generated RRN.
2. Duly filled in Remat Request form.
3. Certified copy of Board resolution authorizing the authorized signatory to sign the remat request form on behalf of the company
4. Copy of Memorandum and Articles of Association of the Company.
5. Original Remat Request Copy / Original Download from DPM system stating the RRN, DPID Client ID / Covering Letter from DP stating RRN, DPID Client ID and CML from DP with seal and signature.

Annexure B - Bank Attestation

Option 1

- Original cancelled cheque with name of security holder printed on it or
- Self-attested Bank Passbook /Bank Statement,

OR

Option 2

Share holder can change / update signature by visiting the office of respective RTA in person and sign before the authorized personnel of the RTA In this case, the shareholder shall show the following documents in original for verification along with self-attested copies of the same.

- I. PAN Card and any one of the following four documents for Proof of Identity
 - a) Unique Identification Number (UID) (Aadhaar)
 - b) Valid Passport
 - c) Driving license in Smart Card form, Book form or copy of digital form
 - d) Identity card / document with applicant's Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by their employer with date and organization stamp

Note:

- *PAN shall be operative and linked with Aadhar*
- *In case of mismatch in the signature of the holder as available in our records and the present signature, the security holder shall provide the old and present specimen signature in the request letter in order to verify the same*
- *The Cancelled Cheque provided shall be of same bank account number mentioned in CML and ISR-1.*