

## **MANDATORY DEMATERIALIZATION FOR TRANSFER OF SECURITIES**

The Securities and Exchange Board of India (SEBI) has amended the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 whereby a request for transfer of securities shall not be processed unless the securities are held in dematerialized form. The said restriction comes into effect from December 5, 2018.

Pursuant to the above provisions, the shareholders holding shares in physical form shall not be able to Transfer their securities.

However, holding of securities & transmission of securities in physical form is not restricted.

In view of the aforesaid, shareholders holding physical shares are requested to dematerialize their shares on or before December 5, 2018.

### **PROCEDURE FOR DEMATERIALIZATION OF SHARES**

- Dematerialisation starts with opening a Demat account. For demat account opening, you need to shortlist a Depository Participant (DP) that offers Demat services.
- To convert the physical shares into electronic/demat form, A Dematerialisation 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 Dematerialisation' needs to be mentioned.
- The DP needs to process this request along with the share certificates to the company and simultaneously to registrars and transfer agents through the depository.
- Once the request is approved, the share certificates in the physical form will be destroyed, and confirmation of dematerialization will be sent to the depository.
- The depository will then confirm the dematerialisation of shares to the DP. Once this is done, a credit in the holding of shares will reflect in the investor's account electronically.
- Dematerialisation is possible only with a Demat account, therefore it is essential to learn how to open a demat account to understand dematerialisation.

For any queries or difficulties with respect to the above, please refer our website at [www.niyogin.in](http://www.niyogin.in) for contact details of the Company/ RTA.