

PROCEDURE TO BE FOLLOWED BY DP ON RECEIVING OF REQUEST FROM THE INVESTOR

- 1.** In order to dematerialise the Physical Share Certificates, an investor will have to first open an account called as Demat A/c or Security A/c with any of the DP of his choice.
- 2.** Obtain the Account No. from his DP.
- 3.** Obtain the Dematerialised Request Form (DRF) from his DP.
- 4.** This DRF, together with the Share Certificates desired to be dematerialised is to be submitted to DP.
- 5.** The DP upon receipt of the shares and the DRF, will issue an acknowledgement and will send an electronic request to the Company/Registrars and Transfer Agents of the Company through the Depository for confirmation of demat.
- 6.** DP, then issues an acknowledgement to the investor and afterwards follows the following procedure:
 - (a) Defaces the Share Certificates by putting a rubber stamp "Surrendered for Dematerialisation" and by punching two holes on the name of the company on the Share Certificate.
 - (b) Generates a Demat Request Number (DRN) through his Depository Participant Module (DPM) and fills the same in DRF at the appropriate place.
 - (c) Sends an electronic communication to Depository viz. NSDL or CDSL, as the case may be, to the effect that so many shares of this company (Identified by ISIN) have been received for dematerialisation.
 - (d) Sends the DRF and Share Certificates to the company by courier. The role of DP comes to an end with this but he must send a reminder in case credit of shares is not received in demat account of investors within a month.
- 7.** The depository electronically downloads the particulars of demat request, received from DP and sends to the electronic Registrar of the company so that these shares could be dematerialized. Ultimately, the company or its RTA, as the case may be, receives two kinds of communications:
 - (a) DRF and Physical Share Certificates from DP.
 - (b) Electronic Download of Demat Request from depository through electronic Registrar.