

Those shareholders who are holding shares in physical mode are requested to dematerialize their Shareholding with a Depository Participant (DP).

Benefits and procedure for Dematerialization of shares are as follows:

**Benefits:**

- It is safe and convenient way to hold the shares;
- Eliminates loss of Share Certificate in physical holding and consequent lengthy procedure for getting duplicate shares issued;
- Elimination of risks associated with physical certificates such as bad delivery, fake securities, delays, thefts etc.;
- No odd lot problem, even one share can be sold;
- Change of address, Bank Mandate etc. recorded with DP gets registered with all Companies in which the investor holds securities eliminating the need to correspond with each of the Companies separately;
- Transmission of securities is done by DP eliminating correspondence with Companies;
- Automatic credit into the demat account of shares, arising out of bonus/split/consolidation/merger etc.
- Easy and quick credit of dividend in the Bank Account, eliminating loss of physical Dividend Warrants and consequent correspondence with the Companies;
- Online viewing of the holding and transaction of Sale and Purchase of shares can be effected.

**Procedure for Dematerialization of Shares:**

- Open an Account with a Depository Participant (DP). DP could be a bank or Private players like Sharekhan, Religare etc.;
- File the Dematerialization Request Form (DRF) given by the DP (on opening of the Account) and submit to the DP along with the physical Share Certificates;
- DP will ensure that the particulars filled in DRF are correct and send it to the Company for Dematerialization of shares;
- On receipt of all the papers, Company effects dematerialization of shares and give credit of the shares to the Demat Account opened by the Shareholder;
- Thereafter, the Shareholders can enjoy the benefits enumerated above by just click of a button /mouse from his /her Computer /Laptop;
- In case you have already dematerialized the Shares please ignore this correspondence, but please update your e-mail id and other details with your DP.