

PROCEDURE FOR DEMATERIALIZATION OF PHYSICAL SECURITIES:

1. Beneficial Owner (BO) to open a demat account with a Depository Participant (DP).
2. BO Fill in a Demat Request Form (DRF) and submit the same with the physical Certificate/s to the DP for dematerialization.
3. For each ISIN, a separate DRF has to be used.
4. If the BO has free as well as lock-in shares of the same ISIN, separate demat request has to be setup for free shares and lock-in shares.
5. DP to verify that the DRF has been filled correctly.
6. DP to deface and mutilate the physical certificates and Send the certificates to the Issuer/Registrar an transfer Agent (RTA).
7. Issuer/RTA verifies genuineness of the certificates and confirms the demat request.
8. On receiving confirmation from Issuer/RTA, Depository credits an equivalent number of securities in the demat account of the BO.