

# Notice to all Shareholders Holding Shares in Physical Form

## **Re: Restriction on transfer of shares in physical form**

In terms of regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, which with effect from 5th December, 2018 requests for effecting transfer of shares of listed companies shall not be processed unless the shares are held in dematerialized form.

In view of the above, shareholders are advised that to facilitate transfer of shares of the Company, the same require to be dematerialized. The key steps involved in dematerializing shares are:

1. Open a demat account with a Depository Participant (DP)
2. Submit physical share certificate(s) to the DP along with a Demat Request Form (DRF)
3. DP would inform the Depository (NSDL or CDSL) regarding the demat request
4. The DP would thereafter submit the share certificate(s) along with DRF to the Registrar of the Company
5. The Registrar would validate the documents and convey Acceptance/Rejection of the demat request to the concerned Depository
6. Upon successful dematerialization of the share(s), the Registrar would update the Registrar of Members.
7. The concerned Depository would also update its record and inform the DP
8. The DP would then credit the share(s) into the demat account of the investor.

For any assistance in the matter, you may please communicate with Company's Registrar at:

Mr. Biswajit Rahut  
CB Management Services Private Limited  
P-22, Bondel Road, Kolkata 700 019  
E-mail : rta@cbmsl.com  
Tel. : +91 33 40116700.