

DEMATERIALIZATION - REFERS TO THE PROCESS OF CONVERTING PHYSICALLY HELD SHARES INTO DEMAT FORM

PROCESS OF DEMATERIALIZATION

- The shareholder has to open an account with a DP.
- The shareholder has to submit a request to the DP for dematerialisation in the prescribed form along with the relevant share certificates. The form has to be submitted in triplicate.
- The DP forwards the request to the company (or its R&TA) who will verify the particulars of the request.
- If the relevant details are found to be correct, the above request is then forwarded to the company's R&TA electronically.
- After the confirmation of request by the Company's R&TA, the request for dematerialisation is processed, and the shareholder's account with the DP is credited with the number of his shares.
- This cycle takes about 15 to 30 days after the submission of dematerialization request.

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