

PROCEDURE & DOCUMENTATION FOR DEMATERIALISATION OF PHYSICAL SHARES

According to the Depositories Act, 1996, an investor has the option to hold securities either in physical or electronic form. Part of holding can be in physical form and part in demat form. However, SEBI has notified that settlement of market trades in listed securities should take place only in the demat mode.

Steps Involved:

1. A Shareholder desirous of converting his physical shares to electronic has to open a demat account in their name with a Depository Participant (DP) under NSDL or CDSL, as the case may be.
2. Once the Demat Account is opened and active, the Shareholder should submit a duly filled and executed Dematerialisation Request Form ('DRF') along with the concerned physical share certificates to their concerned DP.
3. The DP will generate DRN for such Demat Request and send the DRF with cancelled share certificates to RTA for back-office processing and electronic confirmation.
4. If the Demat Request is in order upon back-office processing than the Demat Request will be electronically confirmed whereupon the shares shall be credited to shareholder demat account.