

PROCEDURE & DOCUMENTATION FOR REMATERIALISATION OF SHARES HELD ELECTRONICALLY

Steps Involved:

1. A Shareholder desirous of converting his electronic shares to physical has to submit a Rematerialisation Request to their Depository Participant (DP) with whom they have an account. The DP will verify that the form is duly filled in and issue you, an acknowledgement slip, signed and stamped.
2. Post verification, the DP intimates the Depository of such request electronically and the Depository confirms the Rematerialisation request to the RTA.
3. The RTA updates the accounts, prints the Share Certificates and simultaneously electronically confirms the acceptance of the request to the depository and dispatches the Shareholders at its Registered address.