



The Securities and Exchange Board of India, vide notification No. SEBI/LAD-NRO/GN/2018/24, dated 8th June, 2018 has mandated that except in case of transmission or transposition of securities, requests for effecting transfer of securities shall not be processed w.e.f December 05, 2018 unless the securities are held in the dematerialized form with a depository. The procedure for dematerialisation of shares is given below: -

Procedure for Dematerialization of Shares

- > Open a demat account. You need to open a beneficiary account (BO), with a Depository Participant, popularly called DP. A Depository Participant interacts with the depository. The depositories in India are the NSDL (National Securities Depository Limited) and CDSL (Central Depository Services Limited).
- > You have to approach the Depository Participant and fill a demat account opening form. You have to sign an agreement with the Depository Participant. Submit proof of identity such as PAN card and an identity proof/address proof, such as Passport copy etc.
- > Once your demat account is opened, your shares can be demated, by filling a Dematerialisation Request Form (DRF). You have to then submit/surrender the certificates of the shares which you want to be dematerialized, along with the dematerialization Request Form (DRF), to the Depository Participant.
- > The Depository Participant then sends a request, through an electronic system, to the Registrar and Transfer agent.

- > The electronic system generates a Dematerialisation Request Number (DRN). This DRN number, is entered on the Dematerialisation Request Form (DRF) and is sent along with physical documents (identity and address proof / share certificates), to the Registrar and Transfer agent, along with a standard covering letter.
- > Your share certificates are received by the Registrar and Transfer agent. These share certificates will be mutilated and the words "Surrendered for Dematerialisation", will be written on it.
- > The Registrar and Transfer agent will verify the physical documents, along with the details in the covering letter and the Dematerialisation Request Form.
- > The Company where you own shares, has your name in the Register of Members (RoM), of the Company. Your name is replaced by the depository's name in the Register of Members (RoM), of the Company, to the extent of shares, which have been dematerialized.
- > Once the Register of Members (RoM), of the Company where you have shares, has been amended, a confirmation is sent to the depository.
- > Your demat account with the depository participant (DP), is credited with the dematerialized shares.