

## Dematerialisation of Shares

**Step 1 :**

Shareholder surrenders the share certificate(s) along with the Dematerialisation Request Form (DRF) to his / her Depository Participant (DP) with whom he / she maintains a demat account.

**Step 2 :**

The DP defaces the share certificate(s) and records the dematerialisation request in the Depository system after necessary verification.

**Step 3 :**

The DP submits the share certificate(s) along with the DRF to the Issuer / R&T agent

**Step 4 :**

Issuer / R&T agent sends an acknowledgement letter to the DP confirming receipt of the dematerialisation request.

**Step 5 :**

Issuer / R&T agent, after necessary verification of the dematerialisation request, processes and confirms the same in the Depository System and updates all relevant records.

*Note: In the event of any discrepancy in the dematerialisation request, Issuer/ R&T agent sends an appropriate communication to the DP, for rectification of such discrepancy.*

**Step 6 :**

The shares, upon confirmation of the dematerialisation request by Issuer / R&T agent, are credited to the demat account of the shareholder electronically through the Depository System.

**Step 7 :**

Issuer / R&T agent sends a letter to the shareholder informing him/her about dematerialisation of the shares.

**Step 8 :**

The DP also informs the shareholder after the shares are credited to the demat account.