

## **K. Dematerialisation & Rematerialisation**

### **I) Dematerialization of shares:**

- a) Shares can also be held in dematerialized (Demat) form in National Securities Depository Ltd. (NSDL) or Central Depository Services India Ltd. (CDSL). NSDL and CDSL are depositories where the securities of an investor are held in electronic form through the medium of Depository Participants (DPs). This facility obviates the difficulties of loss, fraud, signing of Securities Transfer Form (SH.4) or delays in transfer, etc. and enables paperless trading.
- b) The shareholders have to open a Demat Account with a Depository Participant (DP) and surrender the Original Share Certificate(s) along with Demat Requisition Form (DRF) to the RTAs through their DP, which will be verified and if found in order, the shares will be dematerialized and equivalent number of shares will be credited to the Demat account of the shareholder.
- c) Advantages to shareholder on holding demat shares:
  - i. No damage or loss of certificate, e.g. Loss in postal transit;
  - ii. Cases of forgery or tearing or mutilation of share certificate(s) are eliminated;
  - iii. Once a demat account is opened with a DP, shareholder can buy or sell shares in electronic form without any paperwork and without paying stamp duty as applicable to physical share certificate based transaction(s).

### **II) Rematerialisation of Shares:**

Shareholders who hold shares in dematerialized form and wish to hold shares in Physical Form, are required to submit the documents required by the Depository Participant (DP), where demat account is maintained. Duly filled in Remat Request Form (RRF) along with the documents is required to be submitted to concerned DP.

On receipt of the rematerialisation request along with the 'Remat Request Form' (RRF) the Company will issue fresh certificates.