Restriction on transfer of physical shares & Procedure for demat of shares

To,
All the Shareholders,

As per SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 8th June 2018, BSE circular no. LIST/COMP/15/2018-19 dated 5th July, 2018 and NSE circular Ref. No NSE/CML/2018/26 dated 9th July, 2018, shareholders are advised to dematerialise their physical securities since requests for effecting transfer of physical securities (except in case of transmission or transposition of securities) shall not be processed from 5th December 2018. Hence, we request you to open a demat account and submit your physical securities with the depository participant for dematerializing your securities enabling you to trade in electronic form.

Therefore, Registrars and Transfer Agents of the Company viz. Cameo Corporate Service Limited (CAMEO) and the Company will not be accepting any request for transfer of shares in physical form with effect from December 5, 2018. This restriction shall not be applicable to the request received for transmission or transposition of physical shares.

The Shareholders can access the said circular by following the below link:
1. SEBI Circular: https://www.sebi.gov.in/legal/regulations/jun-2018/securities-and-exchange-board-ofindia-listing-obligations-and-disclosure-requirements-fourth-amendment-regulations-2018_39263.html

2. BSE Circular: https://www.bseindia.com/corporates/Displaydata.aspx?Id=cd22b184-1153-4b05-8ad9-d04699161f89&Page=cir

3. NSE Circular: https://www.nseindia.com/corporates/content/eq_listcompanies.htm

Shareholders are requested to accordingly, get in touch with any Depository Participant having registration with SEBI to open a Demat account or alternatively, contact any office of the nearest **Cameo branch** to guide you in the demat procedure:

The Procedure to dematerialise the Physical shareholding is given below for information and necessary action.

- The shareholder (registered owner) will have to submit a request to the Depository Participant (DP) for dematerialisation in a Dematerialisation Request Form (DRF), along with the certificate(s) of shares to be dematerialised. The shareholder / DP will deface the certificates by writing "SURRENDERED FOR DEMATERIALISATION".

- The DP will verify that the DRF form is duly filled in with necessary details. If the form and details are found to be in order, the DP will issue an acknowledgement slip duly signed and stamped, to the shareholder.

- The DP will then scrutinize the DRF and certificate(s). In case the DRF / Share certificate(s) are not in order, the same will be returned to the shareholder to correct the deficiencies. In case it is found to be in order, the details will be entered in the system and a Dematerialisation Request Number (DRN) will be generated and mentioned in the space provided in the DRF.

- The DRF with the DRN mentioned on the same will be released electronically to Cameo, Registrar and Transfer Agents of the Company through the NSDL / CDSL network reconfirming the same. The DP will also dispatch the certificate(s) along with the DRF and a covering letter to Cameo for verification and approval.

- Cameo will verify the DRF and certificate(s) and confirm acceptance of the request for dematerialisation to NSDL/ CDSL who will in turn inform your DP. NSDL / CDSL in their electronic records will credit the account of your DP who will then credit your account with the number of securities that have been dematerialised and the shares will thereafter be held in electronic form.

- Cameo may reject the dematerialisation request and will send an objection memo to the DP, with the DRF and certificates with the reason for rejection. The DP / shareholder have to remove reasons for objection on receiving the objection memo. The DP, if the shareholder so requires, may generate a new dematerialisation request and send the certificates again to Cameo for dematerialization after complying with the reasons for rejection.

- The process of dematerialisation is to be completed within 21 days from the date of submission of a valid dematerialisation request.

You may also visit web site of depositories viz., NSDL or CDSL for further understanding about the demat

procedure: NSDL website: https://nsdl.co.in/faqs/faq.php (dematerialization)
CDSL website: https://www.cdslindia.com/investors/open-demat.aspx

Shareholders, holding shares in physical form are requested to arrange the dematerialization of the said shares at earliest to avoid any inconvenience in future for transferring those shares.