

# **SHREE RAMA MULTI-TECH LIMITED**

## **Information regarding dematerialisation of shares**

### **Information about SEBI Circular:**

The Securities and Exchange Board of India (SEBI) has vide its Circular No. LIST/COMP/15/2018 dated 5<sup>th</sup> July, 2018 amended Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

The impact of the said Circular shall be following:

1. The request for transfer of shares held in physical form shall not be processed by Shree Rama Multi-Tech Limited (SRMTL)/ Karvy Computershare Private Limited, Registrar and Share Transfer Agent of the Company (Karvy) with effect from 5<sup>th</sup> December, 2018 unless the shares are held in dematerialised form.
2. However, above mentioned restriction shall not apply to the processing of the requests for transmission or transposition of shares.

In order to avoid any inconvenience in future for transferring shares held in physical form, the shareholders are requested to arrange the dematerialization of their shares at the earliest.

The shareholders holding shares in physical form may be required to follow procedure as mentioned below in order to dematerialise their shares:

### **Procedure for dematerialisation of shares:**

1. In order to dematerialise the Physical Share Certificates, an investor will have to first open an account called as Demat Account with any of the Depository Participant (DP).
2. Obtain the Account Number and also Demat Request Form (DRF) from the Depository Participant.
3. Demat Request Form shall be filled in all respects and be submitted to the DP, together with the Share Certificates desired to be dematerialised.
4. Upon receipt of the DRF and Share Certificate, the Depository Participant will issue an acknowledgement to the Investor and the DP will follow the following procedure:
  - 4.1. Deface the Share Certificates by putting a rubber stamp as "Surrendered for Dematerialisation"
  - 4.2. Generate a Demat Request Number (DRN) through his Depository Participant Module (DPM) and fill the same in DRF at the appropriate place
  - 4.3. Send an electronic communication to Depository viz. NSDL or CDSL, as the case may be, to the effect that xxxx shares (No. of shares) of SRMTL (ISIN: INE879A01019) have been received for dematerialisation
  - 4.4. Send the DRF and Share Certificates to SRMTL/ Karvy for process by courier

5. The depository facilitates to the Karvy to electronically download the particulars of demat request raised by DP for further process.
6. Karvy will check the particulars mentioned in Demat Request Form with Share Certificates and also whether order of name(s) are similar to the demat account.
7. Karvy will verify the signatures of shareholders on DRF with the specimen signatures as per records of the company. **All the joint holders should sign the DRF.**
8. Karvy will also ensure that the ISIN mentioned in the DRF is the correct one, which the investor intends to dematerialise.
9. Karvy will then validate the data of all demat requests received viz. DRN, DP-Id, Client-Id, Distinctive Nos. of Shares and are entered in computer with the depository data.
10. (A) **In the event of the demat request is in order** in all respects, Karvy will make the necessary entries in Register of Members, generate the report and upload to the depository system to effect the shares to the concerned demat account.  
  
(B) (i) **In the event of the demat request not in order**, Karvy will generate the report and upload to depository system for rejection of the demat request with a reason for rejection.  
  
(ii) The DRFs & Share Certificates, which are rejected due to any objection shall be returned to respective DP so that the same can be lodged again after generating a fresh DRN after rectification of objection.

In case if you have any queries in this regard, please contact:

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