

## **FOR THE ATTENTION OF SHAREHOLDERS, HOLDING SHARES IN PHYSICAL FORM**

In terms of Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended vide Gazette notification dated 8th June, 2018, the transfer of shares shall be carried out in dematerialized form only after 5<sup>th</sup> December, 2018. However, the above amendment shall not affect the process of transmission and transposition of shares. Therefore, shareholders holding their shares in physical form are advised to dematerialize their securities before 5th December, 2018.

The process of dematerialization of physical shares is given below:

- Dematerialization starts with opening a Demat account. For demat account opening, you need to shortlist a Depository Participant (DP) that offers Demat services.
- To convert the physical shares into electronic/demat form, A Dematerialization Request Form (DRF), which is available with the Depository Participant (DP), has to be duly filled in and deposited along with share certificates. On each share certificate, 'Surrendered for Dematerialization' needs to be mentioned.
- The DP needs to process this request along with the share certificates to the Company and simultaneously to registrars and transfer agents through the depository.
- Once the request is approved, the share certificates in the physical form will be destroyed and a confirmation of dematerialization will be sent to the depository.
- The depository will then confirm the dematerialization of shares to the DP. Once this is done, a credit in the holding of shares will reflect in the demat account of investor electronically.

In case of any query regarding dematerialization, shareholders may write to [heg.investor@lnjbhilwara.com](mailto:heg.investor@lnjbhilwara.com)