

## **Procedure for transfer of physical Shares in your Demat Account**

- ❖ Submit the dematerialization request form (DRF) (in triplicate) to your Depositories duly filled in and signed by all the shareholders (in case of Joint Holding), along with share certificate(s) and necessary documents. Ensure that the names and order of the names as per certificate(s) matches with the names and order of the names as per the Depositories account.
  
- ❖ Obtain an acknowledgement from the Depositories.
  
- ❖ On receipt of DRF, the Depositories will generate a dematerialization request number (DRN), which is electronically transmitted to the Share Transfer Agents through the concerned Depository.
  
- ❖ Simultaneously, the Depositories will send the physical certificate(s) with the original DRF to the Share Transfer Agents (STA) for verification and confirmation.
  
- ❖ The STA, on receipt of DRF and share certificate(s) will process the request. If the DRF is found to be in order, i.e. verified signature and certificate(s), then it will electronically confirm the request.
  
- ❖ The Depositories on receipt of such confirmation, will credit the account with the shares dematerialized.
  
- ❖ The Depositories will hold the shares in the dematerialized form thereafter on the shareholders behalf and she/he will become beneficial owner of these dematerialized shares.