

DEMATERIALIZATION REFERS TO THE PROCESS OF CONVERTING PHYSICALLY HELD SHARES INTO DEMAT FORM

PROCESS OF DEMATERIALIZATION

- The shareholder has to open a Demat account with any Depository Participants.
- The shareholder has to submit a request to the DP for dematerialization in the prescribed form along with the relevant share certificates. The form has to be submitted in triplicate.
- The DP forwards the request to the company (or its RTA) who will verify the particulars of the request.
- If the relevant details are found to be correct, the above request is then forwarded to the company's RTA electronically.
- After the confirmation of request by the Company's RTA, the request for dematerialization is processed, and the shareholder's account with the DP is credited with the number of his shares.