

*******For Attention Of All The Shareholders Holding Shares In Physical Mode**

Sub: Mandatory Dematerialization of physical shares for transfer of securities

Dear Shareholder(s),

We appreciate the gesture of most of the shareholders for shifting to demat holding of shares from physical holding and also registering their e-mail IDs for receiving all communications including Annual Reports through E-mail. Pursuant to SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018, it has been mandated by SEBI that except in case of transmission or transposition of securities, requests for effecting transfer of securities shall not be processed unless the securities are held in the dematerialized form with a Depository.

Accordingly, the Stock Exchanges vide their Circular dated 30th November , 2018 have advised the Listed Companies that with effect from 1st April , 2019, the Companies has to ensure that shares lodged for transfer shall be in dematerialized form only. Accordingly, w.e.f. 1st April , 2019, transfer of shares in physical form shall not be considered. We have observed that some of the shareholders are still holding equity shares of the Company in physical form. All shareholders holding shares in physical form are therefore requested to dematerialize your shares immediately. Further, the demat of shares have various advantages like immediate transfer of shares, risks associated with physical certificates such as forged transfer, bad deliveries etc. are avoided.

The process of dematerialization of shares is as follows:

- I. You should be in possession of original share certificate(s) of the Company. In case you are not in possession of original share certificate(s) of the Company, please contact the Company or Registrar & Transfer Agent (RTA) at Bigshare Services Pvt. Ltd., 1st Floor, Bharat Tin Works Building, Opp. Vasant Oasis Apartments, (Next to Keys Hotel), Marol Maroshi Road, Andheri East, Mumbai 400059. Ph. No.:022-62638200 Fax No.:022- 62638299 Email : investor@bigshareonline.com
- II. You need to have demat account in the same name(s)/ order in which the name(s) is appearing on physical share certificate(s). Any mismatch in name(s) will lead to non-acceptance of demat request by Depository Participant (DP). You need to approach your Depository Participant where you are holding your Demat Account and surrender the original share certificate(s) along with Dematerialization Request Form (DRF) available with DP. At the time of surrendering shares for dematerialization, please also submit your PAN and AADHAR copy.
- III. Thereafter, the DP will simultaneously surrender the DRF and the shares to the Company's RTA requesting the RTA of the Company to confirm demat. The Company's RTA after necessary verification of the documents received from the DP will confirm demat to the Depository. After receiving this confirmation from the Depository, the DP will credit the account with the shares so dematerialized. Thereafter, the DP will hold the shares in the dematerialized form on the Investors' behalf and the Investor becomes the beneficial owner of these dematerialized shares. In case, you have any queries or need any assistance in this regard, please contact the Company/ RTA.