

Dear Shareholder,

Should you be holding equity shares in physical form, we request you to kindly dematerialize the same as Company's shares are traded in Dematerialised mode only in Bombay Stock Exchange Limited and National Stock Exchange of India Limited. Benefits and procedure for Dematerialisation of shares are as follows:

Benefits

- It is a safe and convenient way to hold the shares.
- Eliminates loss of Share Certificate in physical holding and consequent lengthy procedure for getting duplicate shares issued.
- Elimination of risks associated with physical certificates such as bad delivery, fake securities, delays, thefts etc.
- No odd lot problem, even one share can be sold.
- Change of address, Bank Mandate etc recorded with DP gets registered with all companies in which investor holds securities eliminating the need to correspond with each of them separately.
- Transmission of securities is done by DP eliminating correspondence with companies.
- Automatic credit into demat account of shares, arising out of bonus/split/consolidation merger etc.
- Easy and quick credit of dividend in the Bank Account, eliminating loss of physical Dividend Warrants and consequent correspondence with the Companies.
- Online viewing of the holding and transaction of Sale and Purchase of shares can be effected.

Procedure for Dematerialisation of Shares

- Open an Account with a Depository Participant (DP). DP could be a bank or Private players like Sharekhan, Religare etc.
- File the Dematerialisation Request Form (DRF) given by the DP (on opening of the Account) and submit to the DP alongwith the physical Share Certificates.
- DP will ensure that the particulars filled in DRF are correct and send it to the Company for Dematerialisation of Shares.
- On receipt of all the papers, Company effects dematerialization of shares and give credit of the shares to the Demat Account opened by the shareholders.
- Thereafter, the Shareholders can enjoy the benefits enumerated above by just click of a button/mouse in his Computer/Laptop.

Your immediate action in Dematerialising your physical share holding, if any, will be highly appreciated.