

## Restriction on transfer of physical shares & Procedure demat of shares

### **Amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 with respect to mandatory dematerialization for transfer of securities**

The amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide Gazette notification dated June 8, 2018 has mandated that transfer of securities would be carried out in dematerialized form only.

According to the Circular, request for effecting transfer of securities shall not be processed unless the securities are held in the Dematerialized form with the depository with effect from 5th December, 2018. **Therefore Registrars and Transfer Agent and Company will not be accepting any request for transfer of shares in physical form with effect from 5th December, 2018.** This restriction shall not be applicable to the request received for transmission or transposition of physical shares.

Shareholders are accordingly requested to get in touch with any Depository Participant having registration with SEBI to open a Demat account.

You may also visit web site of depositories viz. NSDL or CDSL for further understanding about the demat procedure:

NSDL website: <https://nsdl.co.in/faqs/faq.php> (dematerialization)

CDSL website: <https://www.cdslindia.com/investors/open-demat.aspx>

**Shareholders, holding shares in physical form are requested to arrange the dematerialization of the said shares at earliest to avoid any inconvenience in future for transferring those shares.**

**FOR YOUR READY REFERENCE THE CIRCULARS ISSUED BY STOCK EXCHANGES ARE REPRODUCED BELOW.**

**Circular issued by National Stock Exchanges of India Ltd**

Ref No: NSE/CML/2018/26 9th July, 2018

The Company Secretary  
All Listed Companies

Dear Madam/Sir,

**Subject: Amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 with respect to mandatory dematerialization for transfer of securities**

This has reference to Gazette notification issued by SEBI on June 8, 2018 notifying SEBI (LODR) 4th amendment Regulation, 2018, regarding mandatory dematerialization for transfer of securities. A Copy of Notification is attached for your perusal.

Pursuant to the aforesaid amendment to SEBI (LODR) Regulation, 2015 Listed Companies and their Registrars and Transfer Agents (RTAs) are advised to ensure that shares which are lodged for transfer are mandatorily in dematerialized form with effect from December 05, 2018.

As Advised by SEBI, you are required to put in place a mechanism including but not limited to the following in order to spread awareness about the proposed change:

1. To take special efforts through their RTAs to send letter under Registered/Speed post to the holders of physical certificates appraising them about the amendment and sensitise them about the impact of the regulation on the transfer of shares held by them in physical form w.e.f December 5, 2018.
2. RTAs may also be advised to send two reminders, preferably at a gap of 30 days, to such shareholders who continue to hold their shares in physical form, advising them to get the same dematerialized
3. Listed Companies shall prominently place information on their website intimating the investors about the proposed change and provide appropriate guidance on how to dematerialize their shares.
4. Listed companies should ensure that the signature cards of all the holders of physical securities are handed over to its RTA at the earliest.

You are requested to take necessary actions as mentioned above.

Yours faithfully,

For National Stock Exchange of India Limited

Kautuk Upadhyay  
Chief Manager

**Circular issued by BSE Limited**

LIST/COMP/15/2018-19 5th July, 2018

To

All the Listed Companies,

Dear Sir / Madam,

**Subject: Amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 with respect to mandatory dematerialization for transfer of securities**

The amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide Gazette notification dated June 8, 2018 has mandated that transfer of securities would be carried out in dematerialized form only.

**Accordingly, Listed Companies and their Registrars and Transfer Agents (RTAs) are hereby advised that, with effect from December 5, 2018, it should be ensured that shares which are lodged for transfer shall be in dematerialized form only.**

In order to implement the aforementioned Amendment in the Regulation and as advised by SEBI, all the Listed Companies are hereby directed to carry out the following actions:

- 1) To take special efforts through their RTAs to send letter under Registered/Speed post to the holders of physical certificates appraising them about the amendment and sensitise them about the impact of the regulation on the transfer of shares held by them in physical form w.e.f December 5, 2018.
- 2) RTAs may also be advised to send two reminders, preferably at a gap of 30 days, to such shareholders who continue to hold their shares in physical form, advising them to get the same dematerialized
- 3) Listed Companies shall prominently place information on their website intimating the investors about the proposed change and provide appropriate guidance on how to dematerialize their shares.
- 4) Listed companies should ensure that the signature cards of all the holders of physical securities are handed over to its RTA at the earliest.

All listed companies are requested to take note of above and comply accordingly. Companies may also report compliance with these requirements by end September 2018 to the Exchange, in a specified format that will be sent out shortly.

Abhijit Pai Shyam Bhagirath

Dy. Gen. Manager Associate Manager  
Listing Compliance Listing Compliance

# S.K.D.C. Consultants Limited

CIN: U74140TZ1998PLC008301

"Kanapathy Towers", 3<sup>rd</sup> Floor, 1391/A-1, Sathy Road, Ganapathy Post, Coimbatore-641006  
Phone : 0422-4958995, 2539835 / 836 Email: info@skdc-consultants.com

To

By Regd. Post/Speed Post

Dear Shareholder,

Pursuant to SEBI Circular SEBI /HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018, we request you to furnish the following documents to us within 21 days from the date of this letter.

1. Self attested copy of PAN card(s) of sole/joint holder(s) of shares,
2. Bank Details Form along with original cancelled cheque leaf with the name of the sole/first holder printed on cheque leaf or copy of Bank Passbook attested by your Bank Manager.

We also request you to furnish your E-Mail ID and Phone / Mobile number. This would facilitate the company to support the Green Initiative measure launched by Ministry of Corporate Affairs and provide speedy communication.

Thanking you,

For S.K.D.C. Consultants Limited

Sd/-

R. Syamala

Authorised Signatory

**Please note that w.e.f. 05.12.2018, transfer of shares in physical mode will not be processed as per amendment to SEBI (LODR) Regulations 2015. You are advised to demat your shares.**

✂ Cut here

## Bank Details Form

Shareholders must fill this form and return it along with required documents.

To

S.K.D.C. Consultants Limited

"Kanapathy Towers", 3<sup>rd</sup> Floor, 1391/A-1, Sathy Road, Ganapathy Post, Coimbatore-641006

I/We hereby give my/our Bank Details.

Folio No..... UNIT: .....

Name ..... PAN\* .....

Second holder..... PAN\* .....

Third holder..... PAN\* .....

<b>** Bank Account No.</b>		<b>Bank Name, Branch &amp; Address of the Bank</b>	
<input type="text"/>		<input type="text"/>	
<b>Bank Account Type</b> (Tick applicable type)		<input type="text"/>	
<input type="checkbox"/> SB <input type="checkbox"/> CA <input type="checkbox"/> CC <input type="checkbox"/> OD		<input type="text"/>	
<b>MICR Code (9 Digit)</b>		<b>IFSC</b>	
<input type="text"/>		<input type="text"/>	

Sole / First holders Contact details

Phone /Mobile  E-mail ID.....

I/We hereby declare that the particulars given are true, correct and complete.

Signature(s)

First / Sole Shareholder

Second Holder

Third Holder

Attach (i) \*self attested photocopy of PAN Card(s)  
(ii) \*\* Original Cancelled Cheque with your name printed on the Cheque