

## DEMATERIALIZATION OF SHARES:

Dematerialization (also known as demat) is the conversion of shares held in physical form to electronic form for the same number of holding. It enables the shareholder to get its physical certificates converted into electronic balances.

### ❖ **Benefits involved:**

- It enables immediate transfer of shares.
- No stamp duty is payable on transfer of securities in demat mode.
- It saves time and eliminates the possibility of bad deliveries, delay in processing, etc.
- Investors are benefited from paperless trading, thereby reducing the hassle.
- It facilitates direct credit of shares in case of allotment under Initial Public Offer, Rights Issue, Bonus Issue, Stock Split etc.

### ❖ **Mandatory Dematerialization for Transfer of Shares:**

Please note that pursuant to SEBI's press release dated December 3, 2018, all the shareholders holding shares in physical form were requested to convert their holding into dematerialized form on or before March 31, 2019. Further, the Company is restrained from effecting any transfer of shares held in physical form w.e.f. April 1, 2019.

Considering the above, all the shareholders are requested to note that, the Company will not be in a position to process any request for transfer of shares held in physical form on or after April 1, 2019. The same could be done only after the physical shares are dematerialized.

***Nothing mentioned above will be applicable to transmission or transposition of shares (i.e. shares held in physical mode can be transmitted/transposed even in physical form).***

### ❖ **Procedure for dematerialization of shares:**

- Shareholder needs to open a Demat Account with a Depository Participant (DP) registered with SEBI;
- Thereafter, the shareholder shall submit duly filled and signed Dematerialization Request Form (DRF) to DP along with share certificate(s) in original and other requisite documents;
- The DP will verify DRF and share certificates and issue an acknowledgement slip duly signed and stamped, to the shareholder.
- The DP then intimates the company of this request through the system and also submits the share certificate(s) and the DRF to the company;
- The Company will after due verification of DRF and share certificates, confirm acceptance of the request for dematerialization in its system DPM (SHR).
- On receiving confirmation from the Company, the DP would credit an equivalent number of Shares in your Demat Account.
- The Company may reject dematerialization request in some cases and will send an objection memo to the DP along with DRF and share certificates. The DP, if the shareholder so requires, may generate a new DRN and send the DRF & share certificates again to the Corporation for dematerialization.

- The process of dematerialization is completed within 21 days from the date of submission of a valid dematerialization request.

❖ **Depository Details**

At present there are two depositories in India as listed below:

<b><u>National Securities Depository Ltd</u></b>	<b><u>Central Depository Services (India) Ltd</u></b>
Trade World, 4th Floor, Kamala Mills Compound	Phiroze Jeejeebhoy Towers, 28th Floor, Dalal Street
Senapati Bapat Marg, Lower Parel Mumbai - 400 013	Mumbai - 400 023
Tel: (022) 24972993 / 24976351	Tel: (022) 22723333 / 22723224
Fax: (022) 24972993 / 24976351	Fax: (022) 22723199
E-mail: info@nsdl.co.in	E-mail: investors@cdslindia.com
Website: www.nsdl.co.in	Website: www.cdslindia.com

For any further clarification in the matter, you may contact Secretarial Department at Tel. No. (020) 6704 2476/2544.

**Secretarial Department**

Bharat Forge Limited Mundhwa,  
Pune Cantonment,  
Pune 411 036, Maharashtra,  
India

**Tel:** (020) 6704 2476/2544.

**Email:** secretarial@bharatforge.com