

## **FOR THE ATTENTION OF SHAREHOLDERS, HOLDING SHARES IN PHYSICAL FORM**

In terms of Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended vide Gazette notification dated 8<sup>th</sup> June, 2018 and subsequent SEBI Notification dated 30<sup>th</sup> November, 2018, the transfer of shares shall be carried out only in dematerialized form with effect from 1<sup>st</sup> day of April, 2019. However, the above amendment shall not affect the process of transmission and transposition of shares. Therefore, shareholders holding their shares in physical form are advised to dematerialize their securities on or before 31<sup>st</sup> March, 2019.

The process of dematerialization of physical shares is given below:

- Dematerialization starts with opening a Demat account. For demat account opening, you need to shortlist a Depository Participant (DP) that offers Demat services.
- To convert the physical shares into electronic/demat form, A Dematerialization Request Form (DRF), which is available with the Depository Participant (DP), has to be duly filled in and deposited along with share certificates. On each share certificate, 'Surrendered for Dematerialization' needs to be mentioned.
- The DP needs to process this request along with the share certificates to the Company and simultaneously to registrars and transfer agents through the depository.
- Once the request is approved, the share certificates in the physical form will be destroyed and a confirmation of dematerialization will be sent to the depository.
- The depository will then confirm the dematerialization of shares to the DP. Once this is done, a credit in the holding of shares will reflect in the demat account of investor electronically.

In case of any query regarding dematerialization, concerned shareholder(s) may contact Company's Registrar and Share Transfer Agent - M/s Aarthi Consultants Pvt. Ltd., Tel.: 040-27638111/ 040 27634445 or can email also to them at [info@arthiconsultants.com](mailto:info@arthiconsultants.com) or may write to the Company at [contact@countryclubmail.com](mailto:contact@countryclubmail.com)

Shareholders can visit the following links of Depositories viz. NSDL and CDSL for detailed procedure of dematerialization.

NSDL: <https://nsdl.co.in/services/demat.php>

CDSL: <https://www.cdslindia.com/downloads/faq/Demat%20CDSL%20Way%20-%20V%20-%20Dematerialization.pdf>