

# RCMC SHARE REGISTRY PRIVATE LIMITED

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Unit: HB Portfolio Limited

## **DEMATERIALISATION OF SHARES**

Dear Shareholder,

SEBI vide its Gazette Notification No. EBI/LAD-NRO/GN/2018/24 Dated June 8, 2018 has issued the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) (Fourth Amendment) Regulations, 2018 providing for transfer of Securities in dematerialised form only with effect from December 5, 2018 by amending the Regulation 40 of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

- **KINDLY NOTE THAT SECURITIES HELD IN PHYSICAL FORM SHALL NOT BE TRANSFERRED BY THE COMPANY AFTER DECEMBER 5, 2018 UNLESS THE SECURITIES ARE HELD IN DEMATERIALISED FORM.**
- **HOW TO CONVERT PHYSICAL SHARE CERTIFICATES INTO DEMAT FORM:**
  - a) You need to open a beneficiary account (BO), with a depository participant, popularly called DP. A depository participant is an agent, who interacts with the depository. Your bank can be a depository participant. The depositories in India are the NSDL (National Securities Depository Limited) and CDSL (Central Depository Services Limited).
  - b) Submit proof of identity such as PAN card and an identity proof/address proof, such as Passport copy along with copy of AADHAAR. (Your demat account, should be in the same name as the ownership in physical form).
  - c) Once your demat account is opened, your shares can be demated, by filling a Dematerialisation Request Form (DRF). You then submit/surrender the certificates of the shares which you want dematerialized, along with the dematerialisation Request Form (DRF), to the depository participant.
  - d) Your demat account with the depository participant (DP), will be credited with the dematerialized shares.

**YOU ARE REQUESTED TO CONVERT YOUR PHYSICAL HOLDINGS INTO DEMAT FORM AT THE EARLIEST.**

Thanking You,

Yours faithfully  
**For RCMC Share Registry Pvt. Ltd.**

Sd/-

**Authorized Signatory**

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(This being the computer generated letter, no signature is required)

Registrars to an Issue & Transfer Agents, SEBI Regn. No. 00000429, Category 1