

# DHENU BUILDCON INFRA LIMITED

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## **GUIDANCE NOTE ON DEMATERIALISATION OF SECURITIES HELD IN PHYSICAL FORM**

Once again your kind attention is drawn towards the new proviso inserted by SEBI, as informed earlier.

SEBI vide notification dated 8th June, 2018 has amended Regulation 40 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, in terms of which with effect from 1<sup>st</sup> April, 2019, except in case of transmission or transposition of securities, requests for effecting transfer of securities of listed companies shall not be processed unless the securities are held in dematerialised form with a Depository. **(Initially, the transfer facility was to be discontinued after December 05, 2018, which further extended to April 01, 2019)**

Hence, in the interest of security holders holding securities in physical form, it is advisable that they dematerialise their securities at the earliest.

Such security holders may, accordingly, get in touch with any Depository Participant having registration with Securities and Exchange Board of India to open a demat account. For ease of reference, the procedure for dematerialisation of securities is also provided herein below.

For any assistance in the matter, you may please communicate with the following official of Bigshare Services Private Limited, Registrar and Share Transfer Agent of the Company:

**Name:** Bhagwan

**Address:** Bharat Tin Works Building, 1st Floor Opp. Vasant Oasis, Makwana road, Marol, Andheri – East, Mumbai 400059.

**E-mail ID:** [bhagwan@bigshareonline.com](mailto:bhagwan@bigshareonline.com)

**Phone no.:** 022-62638200\95

You may contact the Company on 7977599535 & [dhenubuildcon@gmail.com](mailto:dhenubuildcon@gmail.com).

### **Procedure for dematerialisation of securities**

- 1) Open a demat account with a Depository Participant (DP).
- 2) Obtain a Demat Request Form (DRF) from the DP, fill and submit it to the DP along with the physical security certificate(s) and requisite documents.
- 3) Your DP will sign, affix their rubber stamp and return one copy to you for your record. They will carry out their internal processing and dispatch one copy of the DRF with a Demat Request Number (DRN) along with the security certificate(s) to the Company's Registrar and Share Transfer Agent (RTA).
- 4) DP would inform the Depository (NSDL or CDSL) regarding the dematerialisation request.
- 5) The RTA would validate the documents and convey Acceptance/Rejection of the dematerialisation request to the concerned Depository.
- 6) Upon successful dematerialisation of the securities, the RTA would update the Registrar.
- 7) The concerned Depository would also update its record and inform the DP.
- 8) The DP would then credit the securities in the demat account of the Investor.