

PROCESS OF CONVERTING PHYSICAL SHARES INTO DEMAT

- Beneficiary Owner (BO) has to open demat account with a depository participant (DP)
- BO need to fill in a Demat Request Form (DRF) and submit the same with the physical certificate/s to the depository participants for dematerialization.
- DP would verify that the DRF has been filled correctly and intimates to the depository regarding the request.
- DP submits the certificates to the registrar of the issuer company
- Issuer/ Registrar and Transfer Agent (RTA) would verify the genuineness of the certificates and confirms the request.
- Once the request has been successfully made, DP would deface and mutilate the physical certificates, generate a Demat Request Number (DRN) and send an electronic communication to the depository and courier the DRF and the share certificate to the company by courier.
- On receiving confirmation, depository will credit an equivalent number of securities in the demat account of the BO maintained with CDSL or NSDL.

Documents required along with the Demat Request Form (DRF) to avoid rejection of Demat Request

- i. Self-attested copy of BO PAN card (and joint holder(s) if any).
- ii. BO's (& joint holder – if any) signature(s) to be attested by the manager of a nationalized bank under his/her official stamp indicating thereon his/her name, authorization code number, telephone number and also the account number of the investor with the bank. (format attached).
- iii. Self-attested copy of BO's Telephone Bill or Electricity bill of address irrespective of name of the consumer (not older than 3 months) and Voter ID.