

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

In view of amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide Gazette notification dated 8<sup>th</sup> June, 2018, transfer of securities would be carried out in dematerialized form only with effect from 5<sup>th</sup> December, 2018. Hence, in the interest of investors holding securities in physical form, it is advisable that they dematerialize their securities at the earliest. A guidance note is given below :

Please contact any Depository Participant (DP) who is offering demat services which may be a bank or any other entity having connectivity with National Securities Depository Limited (NSDL), Mumbai or Central Depository Services (India) Ltd. (CDSL), Mumbai and enquire with them about the terms and conditions for opening a demat account and the documents to be furnished to them.

In case the securities are held by you in joint names, you may either open a demat account in the joint names or get the shares transferred to your single name by submitting the necessary documents to the Company or Registrar and Share Transfer Agent, M/s Link Intime India Pvt. Ltd. (RTA)

After opening the demat account, they will provide you a Client Master Form showing demat account number and all other details such as name, address, phone no., email id etc. Now obtain a Demat Request Form (DRF) from your DP, fill up the same and submit it to your DP along with all the share certificates which you wish to dematerialize.

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 share certificates to the Company's RTA. RTA will verify the documents and if they are found to be in order, RTA will confirm the demat request to NSDL/CDSL within 15 days from the date of receipt of the documents and the shares will be credited to the demat account of the shareholder(s).

Kindly note to update your bank account details (bank account number, IFSC code) and postal address linked to your Demat Account as and when there is a change to ensure uninterrupted delivery of corporate correspondences, annual reports, notice of AGMs, dividends, etc.

For any further query please contact the Registrar & Share Transfer Agent at [coimbatore@linkintime.co.in](mailto:coimbatore@linkintime.co.in) or with the Company at [secretary@precot.com](mailto:secretary@precot.com)