

Investor awareness - mandatory dematerialisation

Pursuant to Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) (Fourth Amendment) Regulations, 2018¹, SEBI has mandated that, **with effect from 5th December 2018**, shareholders holding share in physical mode shall not be able to transfer their shares unless such shares are converted into dematerialised form. Accordingly, the shareholders holding shares in physical form, in their own interest, are hereby requested to take necessary steps to dematerialise their shares as soon as possible. The amendment does not impact the shareholders requests for transmission or transposition of securities held in physical mode.

In order to get the physical share certificate dematerialized, the shareholders may follow the steps mentioned below:

1. Shareholder to open a demat account with a Depository participant (DP).
2. Shareholder fill in a Demat Request Form (DRF) and submit the same with the physical Certificate(s) to the DP for dematerialization.
3. Every Company's securities has a unique International Securities Identification Number (ISIN). For each ISIN, a separate DRF has to be used.
4. A separate DRF should be filled up for free securities and lock-in securities.
5. DP to verify that the DRF has been filled correctly.
6. DP to Setup a demat request on the system.
7. DP to deface and mutilate the physical certificates and send the certificates along with the DRF to the Issuer/Registrar and Share Transfer Agent (RTA).
8. Issuer/RTA verifies genuineness of the certificates and confirms the demat request.
9. On receiving confirmation from Issuer/RTA, the Shareholder's account will be credited with the number of securities dematerialized.

The shareholders may approach the nearest Depository Participant or browse through the website of National Securities Depository Limited (www.nsdl.co.in) and Central Depository Services Limited (www.cdslindia.com) for further clarification in this regard.

Shareholders are requested to contact the Company's Registrar & Share Transfer Agents, M/s. S. K. Infosolutions Pvt. Ltd. for any queries in regard to the aforesaid, or contact Mr. Kaushal Kumar Agarwal, Company Secretary & Vice President-Legal at the Corporate Office of the Company [Phone: (033) 30515000; Email: investors@greenply.com]

¹ https://www.sebi.gov.in/web/?file=https://www.sebi.gov.in/sebi_data/attachdocs/jun-2018/1528952919510.pdf#page=1&zoom=auto,-23,792