

GREENLAM INDUSTRIES LIMITED
MANDATORY DEMATERIALIZATION OF SECURITIES

To,
The Security holders,

As per the Securities and Exchange Board of India ("SEBI") Circular No. SEBI/LAD-NRO/GN/2018/24 dated 8th June 2018, pursuant to the SEBI (Listing Obligations and Disclosure Requirements) (Fourth Amendment) Regulations, 2018, SEBI has mandated that, with effect from 5th December, 2018, requests for effecting transfer of securities (except in case of transmission or transposition of securities) shall not be processed unless the securities are held in the dematerialized form with a depository.

Further, pursuant to BSE Circular No. LIST/COMP/15/2018-19 dated 5th July, 2018 and NSE Circular Ref. No NSE/CML/2018/26 dated 9th July, 2018, shareholders are advised to dematerialize their physical securities.

Hence, we request you to open a demat account and submit your physical securities with the depository participant for dematerializing your securities enabling you to trade in electronic form.

Access to the Circulars:

Shareholders can access the said Circular by following the below link:

1. **SEBI Circular:** https://www.sebi.gov.in/legal/regulations/jun-2018/securities-and-exchange-board-of-india-listing-obligations-and-disclosure-requirements-fourth-amendment-regulations-2018_39263.html
2. **BSE Circular:** <https://www.bseindia.com/corporates/Displaydata.aspx?Id=cd22b184-1153-4b05-8ad9-d04699161f89&Page=cir>
3. **NSE Circular:** https://www.nseindia.com/corporates/content/eq_listcompanies.htm

Procedure of dematerialization

Accordingly, the Company hereby, informs the procedure for dematerialization of securities:

- ❖ Open demat account with a Depository Participant (DP) registered with SEBI.
- ❖ Shareholders shall fill in a Demat Request Form (DRF) as given by the DP and it should be signed by all the holders with the names and signature in the same order as appearing in the concerned certificate(s) and the Company records and submit the same to the DP along with the physical certificates for dematerialization.
- ❖ Every Company's securities has a unique International Securities Identification Number (ISIN). A separate DRF shall be used for each ISIN.
- ❖ Obtain acknowledgment from the DP on handing over the share certificate(s).
- ❖ A separate DRF should be filled up for free securities and lock-in securities.
- ❖ DP shall verify that the DRF has been filled correctly.

- ❖ DP shall Setup a demat request on the system.
- ❖ DP shall further deface and mutilate the physical certificates and send the certificates along with the DRF to the Issuer/Registrar and Share Transfer Agent (RTA).
- ❖ On receiving confirmation from Issuer/RTA, the Shareholder's account will be credited with the number of securities dematerialized.
- ❖ The process of dematerialization of securities is required to be completed within 21 days on receipt of complete and correct set of documents (excluding the time for clarification/s sought for completion, if any and dispatch).

Shareholders should not send share certificate(s)/documents to the Company / Company's R&T Agents directly but only through the Depository Participant.

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.

Contact

For additional information on the matter please contact the Company's R & T Agent.

Link Intime India Private Limited

Correspondence Address: Noble Heights, 1st Floor, Plot NH 2
C-1 Block LSC, Near Savitri Market, Janakpuri, New Delhi - 110058
Phone: +91 11 4141 0592/93/94 | Fax: +91 11 4141 0591
E-mail:- swapann@linkintime.co.in

Link Intime India Private Limited has been advised by the Company to facilitate shareholders in dematerialization of shares.