



Technocraft Industries (India) Limited

Registered Office: A-25, Technocraft House, MIDC, Marol Industrial Area, Road No.03, Opp. ESIS Hospital, Andheri (East), Mumbai - 400093, Maharashtra, India
Tel: 4098 2222/0002; Fax No. 2835 6559; **CIN No.** L28120MH1992PLC069252
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DEMATERIALIZATION OF PHYSICAL SECURITIES

To, All the Shareholders,

As per SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 8th June 2018, 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 dematerialise their physical securities since requests for effecting transfer of physical securities (except in case of transmission or transposition of securities) shall not be processed from December 5, 2018. 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.

DEMAT (DEMATERIALIZATION) OF SHARES KINDLY NOTE THAT THE SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM MUST GET THEIR SHARES DEMATERIALIZED AT THE EARLIEST AS PER THE AFORESAID CIRUCLARS.

How to dematerialise shares?

The procedure for dematerializing shares is as under:

- Open demat account (Beneficiary Account) with a DP registered with SEBI. The list of DPs of NSDL and CDSL are available on their website: www.nsdl.co.in and www.cdslindia.com, respectively.
- Submit Demat Request Form (DRF) as given by the DP, duly 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, along with the physical certificates. Kindly ensure that before the certificates are handed over to the DP for demat, they are defaced by marking "Surrendered for Dematerialisation" on the face of the certificates
- Obtain acknowledgment from the DP on handing over the share certificate(s).
- Demat transfers are required to be completed in 21 days as against 30 days on receipt of complete and correct set of documents (excluding time for clarification/s sought for completion, if any and dispatch) for physical transfer.
- Receive a confirmation statement of holdings from the DP. Statement of holdings is sent by the DPs from time to time.

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

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

C-101, 247 Park, L B S Marg, Vikroli West, Mumbai – 400 083, Maharashtra, India

Tel: +91 22 49186270

Fax: +91 22 49186060

Email: rnt.helpdesk@linkintime.co.in

Website: www.linkintime.co.in
