



Since 1907

# Jost's Engineering Company Limited

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To,

28/09/2018

**The Shareholders of the Company**

**Re: Dematerialization of shares**

The shareholders are hereby informed that as per the Notification issued on 8<sup>th</sup> June, 2018, by Securities Exchange Board of India (SEBI), with effect from 4<sup>th</sup> December, 2018, it will not be possible for the Company to accede to any request for transfer of shares, if such shares are held in physical form. It is therefore requested that all the shareholders who are holding shares in the physical form, are requested to dematerialize their shares immediately. After the shares are dematerialized, all future purchases and sales of shares would be done in dematerialized form only.

For the purpose of Dematerialization of shares, we give here below, in brief, Dematerialization procedure for your information please.

**Dematerialization Procedure**

1. Open an account with Depository Participant (DP) as per your choice. Some of the nationalized and Co-operative banks are acting as DP's. For opening a Demat Account with DP, a prescribed form of the concerned DP has to be filled in completely and signed by the shareholder/s and along with necessary documents like PAN Card and other identity Proof should be submitted to the DP. Thereafter, the DP, after verification of the account opening Form and other documents, will allot the account number which will serve as a reference for all future dealings with the DP.
2. It may be noted that the DP will charge certain fee for opening the Demat account and other charges. It would therefore be advisable for the shareholders to know what these charges are.
3. DP will update Demat account after each transaction of purchase and sale and would periodically furnish a statement of holding.
4. Once the Demat account is opened with the concerned DP, the shareholder has to hand over the original share certificate/s along with the "Dematerialization Request Form" (DRF) to DP. The DP will then send the DRF and the original share Certificate/s. to the RTA (Registrar and Share Transfer Agent) of the Company.
5. RTA will verify the documents and if found in order, RTA will confirm the dematerialization request to NSDL / CDSL, who will in turn inform the DP.

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6. In the books of the Company, shareholder's folio with RTA will be debited and the account of NSDL/ CDSL will be credited in respect of such dematerialized shares. NSDL/CDSL in their electronic records will credit the account of DP who will then credit shareholder's account with number of shares that have been dematerialized. This process would take 15-20days (approximately)
7. All the corporate benefits such as Dividend, bonus shares, right shares. Etc. will be issued by RTA to the beneficial owner i.e., the account holders who hold the shares in electronic form. The entitlement of rights and bonus shares, debentures, wherever applicable, will be credited to the beneficiaries' accounts as per shareholder's option and the terms of issue.

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