



**DUROPLY INDUSTRIES LIMITED**  
(Formerly: Sarda Plywood Industries Limited)

**DEMATERIALISATION OF SHARES HELD IN PHYSICAL FORM**

In view of the 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 except in case of transmission or transposition of securities.

To facilitate seamless transfer of shares in future and as advised by the Stock Exchanges, shareholders holding shares in physical form are requested to dematerialise their shareholding in the Company before the due date.

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. Also make sure that they can dematerialise the securities held by you.

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 an executed Share Transfer Form SH-4 along with share certificate(s) and self-attested photocopies of PAN Card of transferor(s) and transferee to the Company or its Registrar & Share Transfer Agent (RTA) for giving effect to the transfer in your single name.

In case your signature(s) has/have changed, you are requested to fill up the attached Signature Verification Form (Enclosure A), get your signature(s) attested by your banker with the name, designation and employee code of the attesting official under the rubber stamp of the bank and submit the same to the RTA. Similarly, for updation of your address and bank details in our records, you are requested to fill up the attached Form of Request for Change of Address (Enclosure B) and submit the same to the RTA at the following address:

Maheshwari Datamatics Pvt. Ltd.  
23, R.N. Mukherjee Road,  
5<sup>th</sup> Floor, Kolkata-700 001

## PROCEDURE FOR DEMATERIALIZATION OF SHARES

- The registered owner (shareholder) needs to submit a request to the concerned Depository Participant (DP) in the Dematerialisation Request Form (DRF) for dematerialisation, along with the certificates of shares to be dematerialised.
- The DP will verify the DRF and certificates and issue an acknowledgement slip, duly signed and stamped, to the shareholder.
- The DP will thereafter scrutinize DRF and certificates. In case the DRF/certificates are not in order, the same will be returned to the shareholder for removing deficiencies. In case DRF/certificates are in order, the details mentioned in the DRF and certificates will be entered in the software system provided by the Depository and a Dematerialisation Request Number (DRN) will be generated.
- The shareholder/DP will deface the certificates by writing "SURRENDERED FOR DEMATERIALISATION".
- The DRF, with the DRN mentioned on it, will then be released electronically to the Registrars and Transfer Agents (RTA) of the company. The DP will also despatch the certificates along with the DRF to the RTA for verification and approval.
- The RTA will, after due verification of DRF and certificates, confirm acceptance of the request for dematerialisation in the necessary software system.
- The Depository's software system will then electronically credit appropriate number of shares in the shareholder's demat account.
- The DP will inform the shareholder of the changes in the shareholder's demat account following the confirmation of the DRF.
- The RTA may reject dematerialisation request in the system in some cases and will send an objection memo to the DP, with or without DRF and certificates depending upon the reason for rejection. The shareholder has to remove reasons for objection. The DP, if the shareholder so requires, may generate a new dematerialisation request and send the certificates again to the RTA for dematerialisation.

-----

**SIGNATURE VERIFICATION FORM**

1. Name of Account Holder(s) : 1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

2. Type of Account : Current / SB / O/D / Others

3. Address of Account Holder(s) : \_\_\_\_\_  
as recorded with the Bank

\_\_\_\_\_

4. Account Number : \_\_\_\_\_

5. Signature of the Holder(s) : 1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

CONTACT No. \_\_\_\_\_ EMAIL ID : \_\_\_\_\_

Signature and Address verified as recorded with the Bank

Signature \_\_\_\_\_  
(With Rubber Stamp of the Bank and Branch)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Employee Code \_\_\_\_\_

Place :

Date :

**FORM OF REQUEST FOR CHANGE OF ADDRESS**

Maheshwari Datamatics Private Limited  
23, R.N. Mukherjee Road, 5<sup>th</sup> Floor  
Kolkata - 700 001

Dear Sirs,

Name of the Company : DUROPLY INDUSTRIES LTD.

Folio No.(s) : \_\_\_\_\_

I request you to effect change of my address in your records as follow :

My old address as appearing in the Company's records : \_\_\_\_\_

My current address to be recorded : \_\_\_\_\_

I am enclosing self-attested photocopy of my PAN Card towards proof of my identification, photocopy of my share certificate and photocopy of following documents in support of my application (please tick the appropriate box and attach the relevant documents to this Form)

Passport     Voter ID Card     Bank Passbook/Statement

(Note : At lease one of the above documents must be submitted – self attested)

I am also providing below my current bank particulars for your records (required only if bank particulars were not furnished to the Company earlier or if there is any change).

Name of the Bank : \_\_\_\_\_

Address of the Bank : \_\_\_\_\_

Bank Account Number : \_\_\_\_\_

(Note: Copy of your relevant bank statement or a copy of a blank cancelled cheque leaf pertaining to the given bank account, with your name appearing thereon, must be submitted for verification).

Yours faithfully,

Signature : \_\_\_\_\_

Name of the First/Sole Shareholder : \_\_\_\_\_

Phone/Mobile No. \_\_\_\_\_ Email Id : \_\_\_\_\_

Date : \_\_\_\_\_

NOTE : Change of Address will be effected only on receipt of this Form, duly completed, alongwith all requisite documents as mentioned above. Incomplete Form/ Form with insufficient documents will not be acted upon and the same will be returned.