

**KALPA-TARU®****KALPATARU POWER TRANSMISSION LIMITED**

Factory & Registered Office :
Plot No. 101, Part-III, G.I.D.C. Estate, Sector-28,
Gandhinagar-382 028, Gujarat. India.
Tel. : +91 79 232 14000
Fax : +91 79 232 11951/52/66/71
E-mail : mktg@kalpatarupower.com
CIN : L40100GJ1981PLC004281

ATTENTION

SEBI notification SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018 (attached herewith for ready reference) have stated that requests for effecting transfer of securities (except in case of transmission or transposition of securities) shall not be processed after 5th December 2018, unless the securities are held in the dematerialized form with the depositories. Hence you are requested to dematerialize your physical securities.

Effective from December 5, 2018, the shares of the Company can be transferred only in dematerialised form, as per above refereed notification issued by SEBI.

With a view 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 on or before 5th December, 2018.

Such shareholders may, accordingly, get in touch with any Depository Participant having registration with SEBI to open a demat account, if the shareholder do not have the demat account. If the shareholder have the demat account you are requested to get in touch with your Depository Participant and get your shares dematerialised.

For ease of reference, the procedure of dematerialisation of shares is also provided herein below.

PROCEDURE FOR DEMATERIALISATION 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 shareholder/DP will deface the certificates by writing "SURRENDERED FOR DEMATERIALISATION".
- The DP will verify the DRF and certificates and issue an acknowledgement slip, duly signed and stamped by them, to the shareholder.

ISO 9001 CERTIFIED COMPANY

Corporate Office : 81, Kalpataru Synergy, Opp. Grand Hyatt, Santacruz (E), Mumbai-400 055. India.
Tel. : +91 22 3064 2100 ■ Fax : +91 22 3064 2500 ■ www.kalpatarupower.com



- 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/internet application provided by the Depository and a Dematerialisation Request Number (DRN) will be generated.
- The DRF, with the DRN mentioned on it, will then be released electronically to the Company/Registrars and Transfer Agents of the Company (RTA). The DP will also dispatch the certificates along with the DRF to the Company/RTA for verification and approval.
- The RTA / the Company through RTA will, after due verification of DRF and certificates, confirm acceptance of the request for dematerialisation in the necessary software system/internet application.
- The Depository's software system will then electronically create and 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 Company/RTA may reject dematerialisation request 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 DP/shareholder has to remove reasons for objection within 15 days of receiving the objection memo. If the DP/shareholder fails to remove the objections within 15 days, the Company/RTA may reject the request and return DRF and accompanying certificates to the DP. The DP, if the shareholder so requires, may generate a new dematerialisation request and send the certificates again to the Company/RTA for dematerialisation. No fresh request can be generated for the same securities until the Company/RTA has rejected the earlier request and informed the Depository and DP about it.
- The process of dematerialisation is generally completed within 21 days from the date of submission of a valid dematerialisation request.