

To  
All shareholders of Dabur India Limited

**Subject: No transfer of securities in Physical Form shall be accepted w.e.f. December 05, 2018**

Dear Shareholders,

SEBI via amendment in Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide notification dated June 8, 2018 has mandated that w.e.f. December 05, 2018 transfer of securities shall be carried out in dematerialized form only. In view of the above, physical transfer of shares in paper form shall not be allowed w.e.f. December 05, 2018.

In order to implement the aforementioned Amendment in the Regulation as advised by SEBI, all the shareholders are requested to follow the procedure mentioned in **Annexure - 1** to dematerialize the equity shares.

This is for the information of all the shareholders of Dabur India Limited.

## Annexure - 1

- The client (registered owner) will submit a request to the DP in the **Dematerialisation Request Form** for dematerialisation, along with the certificates of securities to be dematerialised. Before submission, the client has to **deface** the certificates by writing "SURRENDERED FOR DEMATERIALISATION".
  - The DP will verify that the form is duly filled in and the number of certificates, number of securities and the security type (equity etc.) are as given in the DRF. If the form and security count is in order, the DP will issue an acknowledgement slip duly signed and stamped, to the client.
  - The DP will scrutinize the form and the certificates. This scrutiny involves the following
    - Verification of Client's signature on the dematerialisation request with the specimen signature (the signature on the account opening form). If the signature differs, the DP should ensure the identity of the client.
    - Compare the names on DRF and certificates with the client account.
    - Paid up status
    - ISIN (International Securities Identification Number)
    - Lock - in status
    - Distinctive numbers
  - In case the securities are not in order they are returned to the client and acknowledgment is obtained. The DP will reject the request and return the DRF and certificates in case:
    - A single DRF is used to dematerialise securities of more than one company.
    - The certificates are mutilated, or they are defaced in such a way that the material information is not readable. It may advise the client to send the certificates to the Issuer/ R&T agent and get new securities issued in lieu thereof.
    - Part of the certificates pertaining to a single DRF is partly paid-up; the DP will reject the request and return the DRF along with the certificates. The DP may advise the client to send separate requests for the fully paid-up and partly paid-up securities.
    - Part of the certificates pertaining to a single DRF is locked-in, the DP will reject the request and return the DRF along with the certificates to the client. The DP may advise the client to send a separate request for the locked-in certificates. Also, certificates locked-in for different reasons should not be submitted together with a single DRF.
  - The DRN so generated is entered in the space provided for the purpose in the dematerialisation request form.
  - The DP will **punch the certificates** on the company name so that it does not destroy any material information on the certificate.
  - The DP will then despatch the certificates along with the request form and a covering letter to the Issuer/ R&T agent.
  - The Issuer/ R&T agent confirms acceptance of the request for dematerialisation in his system DPM (SHR) and the same will be forwarded to the DM, if the request is found in order.
  - The DP must inform the client of the changes in the client's account following the confirmation of the request.
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- The issuer/ R&T may **reject dematerialisation** request in some cases. The issuer or its R&T Agent will send an objection memo to the DP, with or without DRF and security certificates depending upon the reason for rejection. The DP/Investor has to remove reasons for objection within 15 days of receiving the objection memo. If the DP fails to remove the objections within 15 days, the issuer or its R&T Agent may reject the request and return DRF and accompanying certificates to the DP. The DP, if the client so requires, may generate a new dematerialisation request and send the securities again to the issuer or its R&T Agent. No fresh request can be generated for the same securities until the issuer or its R&T Agent has rejected the earlier request and informed NSDL and the DP about it.