

## **SRF Limited**

### **Process of Dematerialization**

1. Dematerialization process starts when the physical shareholder opens a Demat account. For opening of a Demat Account shareholders should shortlist a Depository Participant (DP) that offers Demat service and is registered with NSDL or CDSL.
2. For conversion of physical shares into electronic/ demat form, A dematerialization request form (DRF) which is available with Depository Participant (DP), has to be filled in and deposited along with share certificate. On each share certificate, 'Surrendered for Dematerialization' needs to be mentioned.
3. The DP needs to process this request along with the share certificate to the company and simultaneously to registrars and transfer agents (RTA) through the depository.
4. RTA after processing the DRF confirms or rejects the request to depository.
5. The depository will then confirm the dematerialization of shares to the DP. Once this is done, a credit in the holding of shares will reflect in the investors account electronically.
6. This cycle takes about 15 to 30 days after the submission of dematerialization request.