

KAJARIA CERAMICS LIMITED

Dematerialization of physical shares

The Securities and Exchange Board of India ('SEBI'), vide its Notification dated June 8, 2018 regarding amendment in the Regulation 40 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, has mandated that w.e.f. December 5, 2018, transfer of securities would be carried out in dematerialized form only, except in case of transmission or transposition of securities. Hence, the Company/its Registrar and Share Transfer Agent (RTA), will not entertain any requests of transfer of equity shares, if they are in physical form and presented for transfer to Company or its RTA, after December 4, 2018.

In view of the above said amendment, the shareholders holding shares in physical form are requested to get their holding dematerialized before the said date by opening a Demat account with any of the Depository Participant (DP) approved by the SEBI.

Dematerialisation is a process whereby the shares held in physical form are converted into Electronic form. The following is the procedure for dematerialisation of shares:

- Open a demat account with a DP of your choice.
- Hand-over to your DP, the certificates along with the 'Dematerialisation Request Form' (DRF).
- Please note that only the shares registered in your name can be submitted for dematerialisation. Also, please ensure that the demat account is in the same combination of name(s) as appearing on the Share Certificate(s).
- Your DP will then send the DRF and the certificates to the Company's RTA.
- RTA will verify the documents and if found in order, the dematerialisation request will be confirmed and the shares, in turn, will be credited to your account with DP.