

## Restriction on transfer of physical shares & Procedure for dematerialisation of shares

SEBI vide Notification No. **SEBI/LAD-NRO/GN/2018/24** dated 8<sup>th</sup> June 2018 has mandated transfer of securities to be carried out in dematerialized form only. BSE and NSE have issued Circulars to Listed Companies on July 05, 2018 (**Cir. No. LIST/COMP/15/2018**) and July 09, 2018 (**Cir. No. NSE/CML/2018/26**) respectively, informing about amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015. Accordingly, request for effecting transfer of securities were not to be processed unless the securities were held in the Dematerialized form with the depository with effect from December 5, 2018.

The SEBI by its **Press Release no. 49 /2018 issued on December 3, 2018** has extended the deadline for transfer of shares held in physical mode from December 5, 2018 to April 1, 2019. Transfer of shares after **March 31, 2019** will be permitted only in dematerialized mode. **Therefore, Registrar and Transfer Agent and Company will not be accepting any request for transfer of shares in physical form with effect from April 1, 2019.** This restriction shall not be applicable to the request received for transmission or transposition of physical shares

You may access the Circular from the website of Bombay Stock Exchange and National Stock Exchange using the following links:

- <https://www.bseindia.com/corporates/Displaydata.aspx?Id=cd22b184-1153-4b05-8ad9-d04699161f89&Page=cir>
- [https://www.nseindia.com/corporates/content/eq\\_listcompanies.htm](https://www.nseindia.com/corporates/content/eq_listcompanies.htm)

### Guidance for Dematerialisation of shares held by you:

1. Kindly approach Depository Participant (DP) as registered with any depository (**National Securities Depository Limited/ Central Depository Services Limited**) for opening a Demat Account.
2. Kindly complete the required procedure of opening a Demat A/c with DP. The DP shall provide you a Demat Account Number, after all formalities are successfully completed. Obtain a copy of "Client Master Advice" from your DP and check details given therein.
3. After a demat A/c is opened, you can submit your Physical Share Certificates along with duly filled in Demat Request Form (DRF) (to be provided by your DP) to your DP for Dematerialisation of your physical shares.

**भारतीय साधारण बीमा निगम**  
(भारत सरकार की कंपनी)

**General Insurance Corporation of India**

(Government of India Company)

CIN NO.: L67200MH1972GOI016133 IRDA REGN No.: 112

“सुरक्षा”, 170, जे. टाटा रोड, चर्चगेट, मुंबई - 400 020.  
“SURAKSHA”, 170, J. Tata Road, Churchgate,  
Mumbai - 400 020. INDIA Tel.: +91-22-2286 7000  
www.gicofindia.in



4. The DP shall enter the details of your shares on the online depository platform (either NSDL or CDSL, as the case may be) and then will send your Physical share certificates along with Demat Request Form (DRF) to our Registrar and Transfer Agent/Corporation for Dematerialisation.
5. R&T Agent Company after verifying documents shall approve your dematerialisation in the system and shares submitted for demat by you will be reflected in your Demat A/c. and can be transferred as per SEBI requirement.

Shareholders are accordingly requested to get in touch with any Depository Participant having registration with SEBI to open a Demat account or alternatively, contact any office of the nearest Karvy branch to guide you further in respect of the demat procedure.

You may also visit web site of depositories viz., NSDL or CDSL for further understanding about the demat procedure:

NSDL website: <https://nsdl.co.in/faqs/faq.php> (dematerialization)

CDSL website: <https://www.cdslindia.com/investors/open-demat.aspx>

**Shareholders, holding shares in physical form are requested to arrange the dematerialization of the said shares at earliest to avoid any inconvenience in future for transferring those shares.**

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