

## DEMAT/TRANSFER INFORMATION

### Demat/Transfer information

#### Company's Shares are listed at

1. Bombay Stock Exchange Limited **Script Code: 512047**

### Depository services

The equity shares of the Company are under compulsory demat trading by all investors accordance with proposed amendment to SEBI(Listing Obligations and Disclosure Requirements) Regulation 2015 w.e.f December 5, 2018 . On June 8, 2018 market regulator SEBI issued a notification that transfer of securities will not be permitted unless they are dematerialized. Accordingly shares are available for dematerialization with both the depositories in India - National Securities Depository Ltd. (NSDL) and Central Depository Services (India) Ltd. (CDSL).Considering the advantages of scripless trading, shareholders holding shares in physical form should consider dematerialization of their holding and are advised to convert their physical shareholding in demat form on or before December 5, 2018.

## NAME AND ADDRESS OF DEPOSITORIES

### National Securities Depository Ltd

Trade World, 4th Floor  
Kamala Mills Compound  
Senapati Bapat Marg, Lower Parel  
Mumbai - 400 013  
Tel: 022-24972964 to 70  
Fax: 022-24972993 / 24976351  
Email: [info@nsdl.co.in](mailto:info@nsdl.co.in)  
Website: [www.nsdl.co.in](http://www.nsdl.co.in)

### Central Depository Services (India) Ltd.

Phiroze Jeejiabhoj Towers  
17th Floor  
Mumbai 400 023  
Tel: 91-022-22723333-3224  
Fax: 91-022-22723199/22722074  
Email: [helpdesk@cdslindia.com](mailto:helpdesk@cdslindia.com)  
Website: [www.cdslindia.com](http://www.cdslindia.com)

## INVESTOR CORRESPONDENCE

### 1. SHARE REGISTRARS AND TRANSFER AGENTS

The Company has appointed M/s. Link Intime India Private Limited (Link Intime) as its Share Registrars and Transfer. All share related transactions viz. transfer, transmission, transposition, nomination, change of name, change of address, change in signature, registration of a Power of Attorney, dematerialization of shares are handled by Link Intime. Shareholders are requested to address all correspondence in relation to shares related matters at:

M/s Link Intime (India) Private Limited,  
C 101, 247 Park, L B S Marg, Vikhroli West, Mumbai 400083, Maharashtra  
Tel No: +91 22 4918 6000; Fax: +91 22 49186060  
Email ID: [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in)

### 2. SECRETARIAL DEPARTMENT

For queries the investors can also contact the Company Secretary of the Company at the below mentioned address: Royal India Corporation Limited Secretarial Department, 62, C Wing Nariman Point Mumbai 400021.

Tel: (022) 4341 7777  
Email: [rite2natraj@gmail.com](mailto:rite2natraj@gmail.com)

## PROCEDURE FOR DEMATERIALIZATION OF SHARES

Shareholder(s) who want to hold shares in demat form should open a demat account with a depository participant (DP) registered with either NSDL or CDSL, and then surrender their share certificate(s) for dematerialization to the Company through the DP. List of DPs registered with NSDL and CDSL is available on their respective websites.

### Steps involved in dematerialization of shares:

- a. 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.
- b. The shareholder/DP will deface the certificates by writing "SURRENDERED FOR DEMATERIALISATION".
- c. The DP will verify the DRF and certificates and issue an acknowledgement slip, duly signed and stamped, to the shareholder.
- d. 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.
- e. 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.
- f. The Company/RTA will, after due verification of DRF and certificates, confirm acceptance of the request for dematerialisation in the necessary software system/internet application.
- g. 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.
- h. 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 required to be completed within 21 days from the date of submission of a valid dematerialisation request.**

Shareholders are requested to do the needful before December 5, 2018. Separate 3 reminders are being sent to the shareholders holding shares in physical mode with due intervals as prescribed in SEBI notification.