

Mandatory Dematerialization of Physical Shares for Transfer of Securities

Pursuant to SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018, it has been mandated by SEBI that transfer of securities of a listed company would be carried out in dematerialized form only. Accordingly, Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 has been amended and stock exchanges vide their circulars have advised Listed Companies that **w.e.f 5th December, 2018, shares lodged for transfer shall be in dematerialized form only.**

Accordingly, w.e.f. 5th December, 2018, transfer of shares in physical form shall not be considered. We observe that you are still holding equity shares of Godfrey Phillips India Limited ("the Company") in physical form. **You are therefore requested to dematerialize your shares immediately.** Further, the demat of shares have various advantages like immediate transfer of shares, no stamp duty on transfer, immediate credit of dividend due to linkage of bank account, risks associated with physical certificates such as forged transfer, bad deliveries are avoided.

For dematerialization of shares & process, please note following points:

- 1) You should be in possession of original share certificate of face value of Rs. 2/- each of the Company. In case you are not in possession of original share certificate of the Company, please contact Registrar & Transfer Agent.
- 2) You need to have demat account in the same name / order in which the name is appearing on physical share certificate. Any mismatch in name will lead to non-acceptance of demat request by Depository Participant ("DP").
- 3) You need to approach your Depository Participant (i.e where you are holding your demat account) and surrender the original share certificate along with Dematerialization Request Form available with DP. At the time of surrendering shares for demat, please also submit PAN copy and AADHAAR copy. The ISIN for demat of shares of the company is INE260B01028.
- 4) Thereafter, DP sends the certificate along with other documents to Registrar & Transfer Agent which in turn checks all details and demat the shares.
- 5) In case if you have any queries or need any assistance in this regard, please contact our Registrar & Transfer Agent i.e. **M/s. Link Intime India Private Limited C-101, 247 Park, L B S Marg, Vikhroli (West), Mumbai – 400083. Tel No. 022 49186000, E-mail: rnt.hepldesk@linkintime.co.in.**