Dematerialisation Request Form

❑ **Normal Dematerialization** ❑ **Transmission-cum- Dematerialization**

❑ **Transposition-cum-Dematerialization**

|  |
| --- |
| **Depository Participant Name / Address**  |

(To be filled up by the Depository Participant)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DRN |  | Date | D | D | M | M | Y | Y | Y | Y |
| DRF No. |  | Date | D | D | M | M | Y | Y | Y | Y |

(To be filled by the BO. Please fill all the details in **BLOCK LETTERS** in English. Fill up a separate DRF for Free securities and Locked – in securities. In case of locked - in securities fill up a separate DRF for different lock-in reason / lock-in expiry dates.)

I / We request you to dematerialise the enclosed security certificate(s) registered in my / our name into my / our demat account.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DP ID |  |  |  |  |  |  |  |  | Client ID |  |  |  |  |  |  |  |  |
| Name of First Holder |  |
| Name of Second Holder |  |
| Name of Third Holder |  |
| Name of the Company |  |
| ISIN | I | N |  |  |  |  |  |  |  |  |  |  |
| Quantity to be Dematerialized | (In Figures) |  |
| (In Words) |  |
| Number Of Certificates (in words) |  |
| Nature of Securities  | ❑ Free Securities ❑ Lock-in Securities |
| Lock-in reason |  |
| Lock in Expiry Date | D | D | M | M | Y | Y | Y | Y |

**Details of Securities:**

|  |  |
| --- | --- |
| Type of Security | ❑ Equity ❑ Debentures ❑ Bonds ❑ Units❑ Other (Specify) |
| Face Value of Securities |  |
|  | From | To | From | To | From | To |
| Folio No. |  |  |  |
| Certificate Numbers |
| Distinctive Numbers |
| Quantity |

Attach an annexure (duly signed by account holder(s)) in the above format if the space is not sufficient.

The original certificates / documents are hereby surrendered by me / us for dematerialisation and the same are free from any lien or charge or encumbrance and represent the bonafide securities of the Issuer Company to the best of my / our knowledge and belief.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **First / Sole Holder** | **Second Holder** | **Third Holder** |
| Name |  |  |  |
| Signature with DP |  |  |  |
| Signature with RTA |  |  |  |

#### **Participant Authorization** (From DP to RTA)

We have received the above-mentioned securities bearing ISIN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for Dematerialisation. The Application form is verified with the Certificates / Documents surrendered for dematerialisation and we certify that the application form is in accordance with the details mentioned in the enclosed certificates / documents. It is also certified that the Holder(s) of securities have a beneficiary account with us in the same name(s) and order of name(s).

###### Depository Participant Seal and Signature

**=========================(Please tear here)==== =======================**

**Acknowledgement Receipt**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DRF No. |  | Date | D | D | M | M | Y | Y | Y | Y |
| DP ID |  |  |  |  |  |  |  |  | Client ID |  |  |  |  |  |  |  |  |
| First / Sole Holder Name |  |
| Second Joint Holder Name |  |
| Third Joint Holder Name |  |
| Name of the Company |  |
| Type of Security | ❑ Equity ❑ Debentures ❑ Bonds ❑ Units❑ Other (Specify) |
| ISIN |  |
| No. of Securities (in figures) |  |
| No. of Securities (in words) |  |
| No. of Certificates (in figures) |  |
| No. of Certificates (in words) |  |

We hereby acknowledge the receipt of certificates / documents, in respect of the above securities for dematerialization subject to verification.

###### Depository Participant Seal and Signature

**Instructions:**

1. In case of transmission-cum-demat, a notarized copy of death certificate of the deceased holder, copy of the Order of the Court, etc. to be attached with DRF.

2. In case of transposition–cum–demat, a duly executed Transposition Request Form to be attached with the DRF.