

PITTI ENGINEERING LIMITED
[Formerly Pitti Laminations Ltd]

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CIN : L29253TG1983PLC004141

GUIDANCE NOTE ON DEMATERIALISATION OF SECURITIES HELD IN PHYSICAL FORM

SEBI vide notification dated June 8, 2018 has amended Regulation 40 of the Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015, in terms of which with effect from December 5, 2018, requests for effecting transfer of securities of listed companies shall not be processed unless the securities are held in dematerialised form with a Depository.

Effective from 5th December 2018, the shares of the Company can be transferred only in dematerialised form. With a view to facilitate seamless transfer of shares in future and as advised by the Stock Exchanges, shareholders holding shares in physical form are requested to dematerialise their shareholding in the Company.

Hence, in the interest of security holders holding shares in physical form, it is advisable that they dematerialise their securities at the earliest.

Such security holders may, accordingly, get in touch with any Depository Participant having registration with Securities and Exchange Board of India to open a demat account. For ease of reference, the procedure for dematerialisation of securities is also provided herein below.

For any assistance in the matter, you may please communicate with XL Softech Systems Limited, Registrar and Share Transfer Agent of the Company:

Address: 3, Sagar Society, Road No.2, Banjara Hills, Hyderabad - 500 034
Email: xlfield@gmail.com Phone No.: +91 40 23545914

Procedure for dematerialisation of securities

- Open a demat account with a Depository Participant (DP).
- Obtain a Demat Request Form (DRF) from the DP, fill and submit it to the DP along with the physical security certificate(s) and requisite documents.
- Your DP will sign, affix their rubber stamp and return one copy to you for your record. They will carry out their internal processing and dispatch one copy of the DRF with a Demat Request Number (DRN) along with the security certificate (s) to the Company's Registrar and Share Transfer Agent (RTA).
- DP would inform the Depository (NSDL or CDSL) regarding the dematerialisation request.
- The RTA would validate the documents and convey Acceptance / Rejection of the dematerialisation request to the concerned Depository.
- Upon successful dematerialisation of the securities, the RTA would update the Registrar.
- The concerned Depository would also update its record and inform the DP.
- The DP would then credit the securities in the demat account of the investor.