



ARTSON ENGINEERING LIMITED

Policy on Dematerialization of Shares, where specimen signature is not available with RTA

Introduction:

In order to mitigate the risks associated with share trading in paper format, concept of dematerialization was introduced in Indian Financial Market. Dematerialization (Demat) in short is the process through which an investor's physical share certificate gets converted to electronic format which is maintained in an account with the Depository Participant (DP). The ownership thereof is entered into and retained in a fungible form on a Depository by way of electronic balances. The name of the Shareholder is registered as a Beneficial Owner.

Depository:

Depository is the body which is responsible for storing and maintaining investor's securities in demat or electronic format. In India there are two depositories i.e. NSDL and CDSL.

Authorised Person:

The RTA shall have the authority to comply with the legal requirements in respect of dematerialization of shares, as mentioned herein, on behalf of the Company.

Procedure to be followed for dematerialization of shares, where specimen signature is not available with RTA:

- The Shareholder has to fill up a Demat Request Form (DRF) and has to submit to the Depository Participant (DP) the DRF as well as the defaced share certificate.
- The concerned DP will verify the details and if found in order, it will generate a Demat Request Number (DRN) and intimate the Depository and Registrar and Share Transfer Agent (RTA) through e-system. Simultaneous to this, the DP will send the DRF and share certificate to RTA.
- RTA will verify the details of the electronic request as well as those mentioned in the DRF and Share Certificates with the records maintained by it.
- In case, where specimen signature is not available with RTA for verification, the RTA may process the request by obtaining any of the following:
 - a) A self-affidavit (duly notarized) confirming the identity and signature of the shareholder.
 - b) A letter/ certificate from the Banker (Scheduled Bank) certifying / endorsing the signatures of the shareholder.
 - c) A letter / certificate from the gazette officer certifying / endorsing the signatures of the shareholder.

Deviation may be allowed in exceptional / known cases with the approval of the Compliance Officer of the Company.

Disclosure of the Policy

This Policy will be uploaded on the website of the Company.
