



# PAUL MERCHANTS

**Paul Merchants Ltd.**

CIN : L74900DL1984PLC018679

Corp. Office : PML House, SCO 829-830, Sector 22-A, Chandigarh-160022

Ph. 0172-5041740, 5041757, 5041792 Fax : 0172-5041713

Regd. Office : DSM 335, 336, 337, 3rd Floor, DLF Tower, 15, Shivaji Marg,

Najafgarh Road, New Delhi-110015 Ph. : 011-48702000

www.paulmerchants.net info@paulmerchants.net

Date: 31-07-2018

To,

The Members/ Shareholders,

The amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide Gazette notification dated June 8, 2018 has mandated that transfer of securities would be carried out in dematerialized form only with effect from December 5, 2018 and that the shares should be lodged for transfer in dematerialized form only. For complete notification click on the link given herein under:-

<https://www.bseindia.com/corporates/Displaydata.aspx?Id=cd22b184-1153-4b05-8ad9-d04699161f89&Page=cir>

Shareholders holding shares of the Company in physical form are advised to get the same converted into dematerialized form for smooth transfer of shares. For further clarification/information the shareholders may contact the RTA of the Company:-

M/s Alankit Assignments Limited,

1E/13, Jhandewalan Extn.

New Delhi- 110055 (INDIA)

Ph No. : 011-42541959, email ID: [ramap@alankit.com](mailto:ramap@alankit.com).

Detail procedure for to be followed for dematerialisation of shares is given in Annexure to this letter. We assure you our best cooperation in this regard.

Thanking you

for **PAUL MERCHANTS LIMITED**

**HARDAM SINGH**  
**(COMPANY SECRETARY)**

Membership No. FCS-5046



## ANNEXURE

### PROCEDURE TO BE FOLLOWED FOR DEMATERIALISATION OF SHARES:

The company has already agreements with the Depositories, NSDL and CDSL as depositories in order to dematerialise its shares. The ISIN (International Securities Identification Number) of the Company is INE 291 E 01019

1. In order to dematerialise the Physical Share Certificates, an investor will have to first open an account called Demat A/c with any of the Depository Participants (DP) of his choice.
2. Obtain the Demat Account No. from DP.
3. Obtain the Dematerialised Request Form (DRF) from DP.
4. This DRF, together with the Share Certificates desired to be dematerialised is to be submitted with DP.
5. The DP upon receipt of the shares and the DRF, will issue an acknowledgement and will send an electronic request to the Company/Registrars and Transfer Agents of the Company through the Depository for confirmation of demat.
6. DP, then issues an acknowledgement to the investor and afterwards follows the following procedure:-
  - a. Defaces the Share Certificates by putting a rubber stamp "Surrendered for Dematerialisation" and by punching two holes on the name of the Company on the Share Certificate.
  - b. Generates a Demat Request Number (DRN) through the Depository Participant Module (DPM) and fills the same in DRF at the appropriate place.
  - c. Sends an electronic communication to Depository viz. NSDL or CDSL, as the case may be, to the effect that so many shares of this Company (Identified by ISIN) have been received for dematerialisation.
  - d. Sends the DRF and Share Certificates to the Company by courier. The role of DP comes to an end with this but he must send a reminder in case credit of shares is not received in demat account of investors within a month.
7. The Depository electronically downloads the particulars of demat request, received from DP and sends to the Registrar of the Company so that these shares can be dematerialized.