

Dematerialisation of Shares

Step 1 :

Shareholder surrenders the share certificate(s) along with the Dematerialisation Request Form (DRF) to his/her Depository Participant (DP) with whom he/she maintains a demat account.

Step 2 :

The DP defaces the share certificate(s) and records the dematerialisation request in the Depository system after necessary verification.

Step 3 :

The DP submits the share certificate(s) along with the DRF to the Investor Service Centre (ISC) of ITC Limited.

Step 4 :

ISC sends an acknowledgement letter to the DP confirming receipt of the dematerialisation request.

Step 5 :

ISC, after necessary verification of the dematerialisation request, processes and confirms the same in the Depository System and updates all relevant records.

Note: In the event of any discrepancy in the dematerialisation request, ISC sends an appropriate communication to the DP, with copy marked to the shareholder, for rectification of such discrepancy.

Step 6 :

The shares, upon confirmation of the dematerialisation request by ISC, are credited to the demat account of the shareholder electronically through the Depository System.

Step 7 :

ISC sends a letter to the shareholder informing him/her about dematerialisation of the shares.

Step 8 :

The DP also informs the shareholder after the shares are credited to the demat account.