

DEMATERIALISATION OF SHARES

What is Dematerialisation?

Dematerialisation is a process through which physical share certificates are converted into electronic format and held in a Demat Account. A shareholder intending to dematerialise its share certificates needs to open a Demat Account with a Depository Participant (DP). A depository is responsible for holding the share certificates of a shareholder in electronic form.

Procedure for Dematerialisation of Shares: -

1. To Dematerialise physical shares certificates please submit a Dematerialisation Request Form (DRF) and original share certificate(s) to the concerned Depository Participant (DP) for dematerialisation.
2. The DP will, after verification of DRF and share certificate(s), issue an acknowledgement slip.
3. After scrutinising DRF and certificates, DP will generate a Dematerialisation Request Number (DRN) and forward the DRF and original certificate(s) to the Registrar and Transfer Agents (RTA) of the Company at MCS Share Transfer Agents Limited, 1st Floor, F-65, Okhla Industrial Area, Phase-1, New Delhi-110020 or to Carrier Airconditioning and Refrigeration Limited (Company) having registered office at Narsingpur, Kherki Daula Post, Gurugram-122004, Haryana or for verification and approval.
4. In case the DRF / certificate(s) are not in order, the same will be returned to the shareholder for removing deficiencies.
5. The company / RTA will, after due verification of the physical DRF and original share certificate(s), confirm acceptance of the request for dematerialisation in the necessary software system / internet application.
6. The company / RTA may reject dematerialisation request in some cases and will send an objection memo to the DP / shareholder, with or without DRF and certificates depending upon the reason for rejection.
7. Upon successful verification by the company / RTA, the shares will be dematerialised and credited to the shareholder's demat account.

Please feel free to contact the company/ MCS Share Transfer Agent Limited in case you have any queries at their following address/email/telephone number:

To the Company

Carrier Airconditioning & Refrigeration Limited (U74999HR1992FLC036104)

Narsingpur, Kherki Daula post, Gurgaon - 122004, Haryana, India
Phone: 0124 4825500
Fax: + 91 124 2372230
Email: secretarial@carrier.com
Website: <http://www.carrierindia.com>

To the RTA

MCS Share Transfer Agent Limited, (U67120WB2011PLC165872),

F-65, 1st Floor, Okhla Industrial Area, Phase- I, New Delhi - 110020
Tel No. +91 11 41406149
Email id: bonds@mcsregistrars.com
admin@mcsregistrars.com
Website: www.mcsregistrars.com