

DEMATERIALIZATION 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 DP 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 DP for dematerialisation.
2. The DP will, after verification of DRF and share certificate(s), issue an acknowledgement slip.
3. After scrutinizing the DRF and the share certificates, the 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 Adroit Corporate Services Private Limited, 18-20, Jafferbhoy Ind. Estate, 1st Floor, Makwana Road, Marol Naka, Andheri (E), Mumbai - 400059, Maharashtra, India or to Carrier Technologies India Limited (“**Company**”) having regional office at Narsingpur, Kherki Daula Post, Gurugram-122004, Haryana 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/ RTA in case you have any queries at their following address/email/telephone number:

To the Company:

Carrier Technologies India Limited
Narsingpur, Kherki Daula Post,
Gurgaon - 122004, Haryana, India.

Tel no: +91-124-4825500

E-mail: gpcssindialegal@carrier.com

To the RTA:

Adroit Corporate Services Private Limited
18-20, Jafferbhoy Ind. Estate, 1st Floor,
Makwana Road, Marol Naka, Andheri(E),
Mumbai - 400059, Maharashtra, India.

Tel no: +91-022-42270423 / 42270400

E-mail: info@adroitcorporate.com