



## Hardcastle & Waud Manufacturing Co. Ltd

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Please be informed that pursuant to SEBI notification no. SEBI/LAD-NRO/GN/2018/24 dated 8<sup>th</sup> June, 2018 and BSE Circular no. LIST/COMP/15/2018-19 dated 05<sup>th</sup> July, 2018 have stated that requests for effecting transfer of securities (except in case of transmission or transposition of securities) shall not be processed w.e.f. 5<sup>th</sup> December, 2018, unless the securities are held in the dematerialized form with the depositories. Hence you are requested to dematerialize your physical securities. (The above mentioned circulars are available on our website).

Following is the procedure to dematerialize shares:

- Submit to your depository dematerialization request form (DRF) (in triplicate) duly filled in and signed by all the shareholders (in case of Joint Holding), along with physical share certificate(s) and other requisite documents and obtain an acknowledgement. Ensure that names and order of the names as given in the share certificate(s) match with names and order thereof as appearing in the depository's account.
- On receipt of DRF, the depository will generate a dematerialization request number (DRN), which is electronically transmitted to the Share Transfer Agent (STA).
- Simultaneously, the depository will send the physical certificate(s) with the original DRF to the STA for verification and confirmation.
- STA, on receipt of DRF and share certificate(s) will process the request. If the DRF is found to be in order, i.e. verified signature and certificate(s), then it will electronically confirm the request
- The depository on receipt of such confirmation, will credit the account with the number of shares so dematerialized.