

## **DEVKI LEASING AND FINANCE LIMITED**

### **DISCLOSURE UNDER REGULATION 40 OF SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS)**

Pursuant to Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) (Fourth Amendment) Regulations, 2018 and BSE Circular LIST/COMP/15/2018-19 dated July 05, 2018, SEBI has made amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 with respect to mandatory dematerialization for transfer of securities **with effect from 5th December 2018**.

Shareholders holding share in physical mode shall not be able to transfer their shares unless such shares are converted into dematerialised form. Accordingly, the shareholders holding shares in physical form, in their own interest, are hereby requested to take necessary steps to dematerialise their shares as soon as possible.

In order to get the physical share certificate dematerialized, the shareholders may follow the steps mentioned below:

1. Opening of a Demat account with a Depository participant (DP).
2. Fill the Demat Request Form (DRF) and submit the same with the physical Certificate(s) to the DP for dematerialization.
3. Every Company's securities have a unique International Securities Identification Number (ISIN). For each ISIN, use a separate DRF.
4. DP will verify that the form is duly filled in and the number of certificates, number of securities and the security type are as given in the DRF.
5. The DP will scrutinize the form and the certificates. This scrutiny involves the following:-
  - Verification of Client's signature on the dematerialisation request with the specimen signature (the signature on the account opening form). If the signature differs, the DP should ensure the identity of the client.
  - Compare the names on DRF and certificates with the client account.
  - Paid up status
  - International Securities Identification Number (ISIN)
  - Lock - in status
  - Distinctive numbers
6. In case the securities are not in order they are returned to the client and acknowledgment is obtained. The DP will reject the request and return the DRF and certificates in case:
  - A single DRF is used to dematerialise securities of more than one company.
  - The certificates are mutilated, or they are defaced in such a way that the material information is not readable. It may advise the client to send the certificates to the Issuer/ R&T agent and get new securities issued in lieu thereof.
7. DP to Setup a demat request on the system.
8. DP to deface and mutilate the physical certificates and send the certificates along with the DRF to the Issuer/Registrar and Share Transfer Agent (RTA).

9. Issuer/RTA verifies genuineness of the certificates and confirms the Demat request.
10. On receiving confirmation from Issuer/RTA, the Shareholder's account will be credited with the number of securities dematerialized.

The shareholders may approach the nearest Depository Participant or browse through the website of National Securities Depository Limited ([www.nsdl.co.in](http://www.nsdl.co.in)) and Central Depository Services Limited ([www.cdslindia.com](http://www.cdslindia.com)) for further clarification in this regard.

Shareholders are requested to contact the designated officials below in case of any query:

**1. Compliance Officer:**

**Devki Leasing and Finance Limited**

"VELOCITY", 18-A Scheme No 94 C,  
Ring Road Indore MP 452008 IN  
Contact No: 0731- 2555041  
Email: dlflindore@gmail.com

**2. Registrar and Share Transfer Agent**

**Ankit Consultancy Pvt. Ltd**

60, Electronics Complex, Pardesipura,  
Indore, Madhya Pradesh, 452001  
Phone No.: 0731- 2551745-46  
Fax No.: 0731- 4065798  
Email: rtaindore@gmail.com