

Procedure to convert physical shares to DMAT Form (Physical to electronic form):-

- 1) Open a demat account. You need to open a beneficiary account (BO), with a depository participant, popularly called DP. A depository participant is an agent, who interacts with the depository. Your bank can be a depository participant. The depositories in India are the NSDL (National Securities Depository Limited) and CDSL (Central Depository Services Limited). Depository is an organization which holds your shares, debentures, bonds, mutual fund units and so on.
- 2) You approach the depository participant. You then fill a demat account opening form. You have to sign an agreement with the depository participant. Submit proof of identity such as PAN card and an identity proof/address proof, such as Passport copy. (Your demat account, should be in the same name as the ownership in physical form).
- 3) Once your demat account is opened, your shares can be demated, by filling a Dematerialisation Request Form (DRF). You then submit/surrender the certificates of the shares which you want dematerialized, along with the dematerialisation Request Form (DRF), to the depository participant.
- 4) The depository participant then sends a request, through an electronic system, to the Registrar and Transfer agent. (R&T agents maintain your /investor's records, for convenience).
- 5) The electronic system generates a Dematerialisation Request Number (DRN). This DRN number, is entered on the Dematerialisation Request Form (DRF) and is sent along with physical documents (identity and address proof / share certificates), to the Registrar and Transfer agent, along with a standard covering letter.
- 6) Your share certificates are received by the Registrar and Transfer agent. These share certificates will be mutilated and the words "Surrendered for Dematerialisation", will be written on it.
- 7) The Registrar and Transfer agent will verify the physical documents, along with the details in the covering letter and the Dematerialisation Request Form.
- 8) Your demat account with the depository participant (DP), is credited with the dematerialized shares.