

EMKAY GLOBAL FINANCIAL SERVICES LIMITED

Dear Shareholders,
(Applicable to Shareholders holding shares in physical form)

Pursuant to amendment to **Regulation 40** of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 w.e.f. December 5, 2018, transfer of securities of listed entities shall be carried out in dematerialized form only; however such restriction shall not be applicable to the request received for transmission or transposition of physical shares.

The BSE Circular dated July 5, 2018 intimating the above amendment can be accessed from the website of BSE Limited using the following link:

<https://www.bseindia.com/corporates/Displaydata.aspx?Id=cd22b184%E2%80%90901153%E2%80%90904b05%E2%80%90908ad9%E2%80%9090d04699161f89&Page=cir>

In view of above amended provision, we request you to kindly dematerialize your existing physical shares to avoid any inconvenience while transferring the shares in future. For the purpose of ease, below mentioned is the general process of converting physical shares in dematerialized form:

1. Dematerialization starts with opening a Demat account. In case you have an existing Demat account, you can use the same for dematerializing the shares held in the same name/s as per the existing Demat Account.
2. To convert the physical shares into electronic/demat form, A Dematerialization Request Form (DRF), which is available with the Depository Participant (DP), has to be filled in and deposited along with share certificates with your depository participant.
3. Your signature on the DRF should match with the specimen signature registered with the Company's Registrar and Transfer Agent (RTA) i.e M/s. Link Intime India Private Limited.
4. The DP will process the DRF received along with the share certificate/s of the Company and simultaneously inform to the Registrars and Transfer Agents through the depository.
5. Once the request is approved, the share certificates in the physical form will be defaced by the RTA and a confirmation of dematerialization will be sent to the depository.
6. The depository will then confirm the dematerialization of shares to the DP. Once this is done, a credit in the holding of shares will reflect in the investor's Demat account electronically.
7. In normal course, if all the documents are in order, it takes about 15 to 30 days from the date of physical receipt of the DRF by the RTA or as specified by CDSL from time to time, to process the dematerialization request.
8. Please note that Dematerialization of physical shares will be possible only through a Demat account.

In case of any queries or for further clarification, please contact the Registrar and Transfer Agent (RTA) i.e. Link Intime India Pvt. Ltd. on phone no. **022-49186270** or the company on phone no. **022-66299299**.