NIVIS CORPSERVE LLP

SEBI REGISTERED REGISTRAR TO THE ISSUE AND SHARE TRANSFER AGENT
CATEGORY II - SHARE TRANSFER AGENT. REGISTRATION NO. : INR000004264,
LLPIN-AAM-9649, CDSL ID : CDSLIS380, NSDL BPID : IN201030

STA Office : 03, Shankar Vihar, 2nd Floor, Vikas Marg, Delhi-110092, Ph. : 011-45201005
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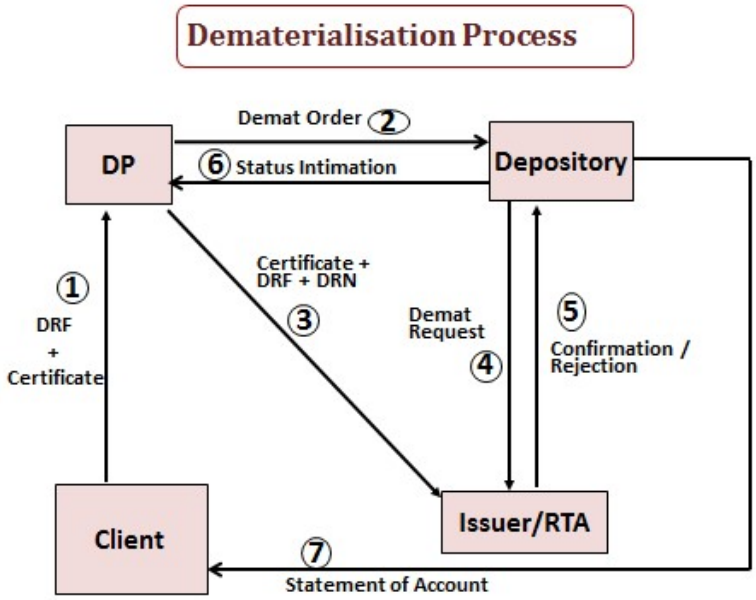
JOINING PROCEDURE TO DEMATE



STEPS

A. Company to appoint SEBI REGISTERED Registrar to the issue and Share Transfer Agent (RTA) as a agency for the process.

B. RTA will Guide and assist to prepare the application for joining the Demate Process.

C. The company will prepare all the required docs and submit with RTA.

D RTA will scrutiny the application docs and submit with the custodian (NSDL OR CDSL).

E. Custodian will issue the ISIN (INTERNATIONAL SECURITY IDENTIFICATION NUMBER) against the application made to them.

F Shareholders now get the benefit of Dematerialisation by converting their physical holding in electronic holding in their Dmate account.

DOCUMENTS REQUIRED FOR JOINING

1. Application for admission as issuer of Eligible Securities (Part 1 Issuer Details and Part II Security Details for Equity share).

2. Net worth certification form a Chartered Accountant as per Audited Annual Report for the last year.

3. Certified true copy of the Board resolution mentioning name of signatories who are authorized by Board to execute documents and list of authorised Signatories along with specimen signature.

4. Confirmation letter from Registrar and Transfer Agent (R&T Agent).

5. Certified true copies of Memorandum of associations and Articles of Association along with Certificate of Incorporation.

6. Certified true copies of Audited Annual Report for t the last financial year.

ADDITIONAL DOCUMENTS FOR PRIVATE LIMITED COMPANIES:

7. Undertaking from the Company.

ADDITIONAL DOCUMENTS FOR LISTED COMPANY

8. Copies of listing /Trading permission /Confirmation letter received form Stock Exchanges with Distinctive Number Range (DNR) for listing of all its shares.

9. Copies of latest Reconciliation of Share Capital Audit report Submitted to the stock exchanges.

THANK YOU