

**Emami Paper Mills Limited**  
ACROPOLIS, Unit No. 1, 15<sup>th</sup> floor  
1858/1 Rajdanga Main Road  
Kolkata-700107

**GUIDANCE NOTE ON DEMATERIALISATION OF SHARES HELD IN PHYSICAL FORM  
AND  
FORM FOR REQUEST FOR CHANGE OF ADDRESS**

In view of amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide Gazette notification dated 8<sup>th</sup> June, 2018, transfer of securities would be carried out in dematerialized form only with effect from 5<sup>th</sup> December, 2018.

Hence, in the interest of investors holding securities in physical form, it is advisable that they dematerialize their securities at the earliest. A guidance note is given below :-

Please contact any Depository Participant (D.P.) who is offering demat services which may be a bank or any other entity having connectivity with National Securities Depository Limited (NSDL), Mumbai or Central Depository Services (India) Ltd. (CDSL), Mumbai and enquire with them about the terms and conditions for opening a demat account and the documents to be furnished to them. Also make sure that they can dematerialize the securities held by you.

In case the securities are held by you in joint names, you may either open a demat account in the joint names or get the shares transferred to your single name by submitting an executed Share Transfer Form SH-4 along with share certificate(s) and self-attested photocopies of PAN Card of transferor(s) and transferee to the Company or its Registrar & Transfer Agent (RTA) for giving effect to the transfer in your single name.

After opening the demat account, they will provide you a Client Master Form showing demat account number and all other details such as name, address, phone no., email id etc.

Now obtain a Demat Request Form (DRF) from your D.P., fill up the same and submit it to your D.P. along with all the share certificates which you wish to dematerialize. In case your signature(s) has/have changed, you are requested to fill up the attached Signature Verification Form, get your signature(s) attested by your banker with the name, designation and employee code of the attesting official under the rubber stamp of the bank and submit the same along with your DRF. Similarly, if your address has changed (first/sole holder), you are requested to fill up the attached Form of

Request for Change of Address and submit the same along with enclosures with your DRF.

Your D.P. will sign, affix their rubber stamp and return one copy to you for your record. They will carry out their internal processing and dispatch one copy of the DRF with a Demat Request Number (DRN) along with the share certificates to the Company's RTA. RTA will verify the documents and if they are found to be in order, RTA will confirm the demat request to NSDL/CDSL within 15 days from the date of receipt of the documents and the shares will be credited to the demat account of the shareholder(s).

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## FORM OF REQUEST FOR CHANGE OF ADDRESS

**Mareshwari Datamatics Pvt Ltd.**  
23, R. N. Mukherjee Road, 5th Floor  
Kolkata - 700 001

Dear Sirs,

Name of the Company : \_\_\_\_\_

Folio No.(s) : \_\_\_\_\_

I request you to effect change of my address in your records as follows :

My old address as appearing in the Company's records \_\_\_\_\_

\_\_\_\_\_

My current address to be recorded \_\_\_\_\_

\_\_\_\_\_

I am enclosing self-attested photocopy of my PAN Card towards proof of my identification, photocopy of my share certificate and photocopy of following document in support of my application : *(please tick the appropriate box and attach the relevant documents to this Form)*

Passport                       Voter ID Card                       Bank Passbook/Statement

*(Note : At least one of the above documents must be submitted - self attested)*

I am also providing below my current bank particulars for your records : *(required only if bank particulars were not furnished to the Company earlier or if there is any change)*

Name of the Bank : \_\_\_\_\_

Address of the Bank : \_\_\_\_\_

\_\_\_\_\_

Bank Account Number : \_\_\_\_\_

*(Note : Copy of your relevant bank statement or a copy of a blank cancelled cheque leaf pertaining to the given bank account, with your name appearing thereon, must be submitted for verification)*

Yours faithfully,

Signature : \_\_\_\_\_

Name of the First / Sole Shareholder : \_\_\_\_\_

Phone / Mobile No. : \_\_\_\_\_ Email Id : \_\_\_\_\_

Date : \_\_\_\_\_

**NOTE : Change of Address will be effected only on receipt of this Form, duly completed, alongwith all requisite documents as mentioned above. Incomplete Form / Form with insufficient documents will not be acted upon and the same will be returned.**

1. Name of Account Holder(s) : 1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_

2. Type of Account : **Current / SB / O/D / Others**

3. Address of Account Holder(s) as recorded with the Bank

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Account Number : \_\_\_\_\_

5. Signature of the Holder(s) : 1) \_\_\_\_\_

2) \_\_\_\_\_

**CONTACT No.-**

3) \_\_\_\_\_

**EMAIL-ID**

**Signature and Address verified as recorded with the Bank**

**Signature** \_\_\_\_\_  
**with Rubber Stamp of the Bank**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Employee Code** \_\_\_\_\_

**Place :**

**Date :**