PROCEDURE FOR DEMAT OF SHARES HELD IN PHYSICAL FORM

The equity shares of the Company are under compulsory demat trading by all investors. Shares are available for demat with both the depositories in India - National Securities Depository Ltd. (NSDL) and Central Depository Services (India) Ltd. (CDSL).

Effective December 5, 2018, the shares of the Company can be transferred only in dematerialised form, as per notification issued by SEBI. Therefore, Registrars and Transfer Agent and the Company will not be accepting any request for transfer of shares in physical form with effect from December 5, 2018. This restriction shall not be applicable to the request received for transmission or transposition of physical shares.

With a view to facilitate seamless transfer of shares in future and as advised by the Stock Exchanges, shareholders holding shares in physical form are requested to dematerialise their shareholding in the Company.

For this purpose, shareholders will have to open a demat account with a depository participant (DP) registered with either NSDL or CDSL and then surrender their share certificate(s) for dematerialisation to the Company through the DP or alternatively, contact Karvy Computershare Private Limited at its below given address or at any of its Investor Service Centres to open their demat account with Karvy Stock Broking Limited (KSBL), broking arm of Karvy Group.

PROCEDURE FOR DEMATERIALISATION OF SHARES

- Shareholder should fill out a dematerialisation request form (DRF) and surrender the defaced share certificate(s) to the DP

- The DP will verify the DRF and certificates and issue an acknowledgement slip, duly signed and stamped, to the shareholder.

- The DP will thereafter scrutinise the DRF and certificates. In case the DRF/certificates are not in order, the same will be returned to the shareholder for removing deficiencies. In case DRF/certificates are in order, the details mentioned in the DRF and certificates will be entered in the software system/internet application provided by the Depository and Dematerialisation

- Request Number (DRN) will be generated.

- The DRF, with the DRN mentioned on it, will then be released electronically to the Registrars and Transfer Agents of the Company (RTA). The DP will also despatch the certificates along with the DRF to the RTA for verification and approval.

- The RTA may reject dematerialisation request in some cases and will send an objection memo to the DP, with or without DRF and certificates depending upon the reason for rejection. The DP/shareholder has to remove reasons for objection within 15 days of receiving the objection memo. If the DP/shareholder fails to remove the objections within 15 days, the Company/RTA may reject the request and return DRF and accompanying certificates to the DP. The DP, if the shareholder so requires, may generate a new dematerialisation request and send the certificates again to the Company/RTA for dematerialisation. No fresh request can be generated for the same securities until RTA has rejected the earlier request and informed the Depository and DP about it.

- The RTA updates the register of members and then validates the request

- The depository credits the DP's account.

- The DP updates the investor's demat account and informs investors.

- You may also visit web site of depositories viz., NSDL or CDSL for further understanding about the demat procedure :

NSDL website: **https://nsdl.co.in/faqs/faq.php** (dematerialization)

CDSL website: **https://www.cdslindia.com/investors/open-demat.aspx**

At present, no stamp duty has to be paid on transfer of shares in demat form.

Registrar and transfer agents:

Karvy Fintech Private Limited,
Unit : Supreme Petrochem Ltd,
"Karvy Selenium Tower B, Plot 31-32,
Gachibowli Financial District,
Nanakramguda, **Hyderabad - 500 032**
Tel. No. : +91-40-6716 1526
Fax No. : +91-40-2300 1153

Shareholders, holding shares in physical form are requested to arrange the dematerialisation of the said shares at the earliest to avoid any inconvenience in future for transferring those shares.