PROCESS FOR DEMATERIALISATION OF SECURITIES

Dematerialisation means converting physical share certificates into electronic/demat mode.

In order to process the **dematerialization of your shares, you are requested to contact your DP for documentation requirement** **Depository Participant (DP).**

DP will generate DRN and send the documents to RTA for further processing:

Investor → DP → RTA → Verification → Demat Credit

Further following are the List of required documents for the dematerialization of your shares.

1. Demat Request Letter
2. Original Share Certificate(s).with DP Stamp
3. The self-attested latest **Client Master List (CML)** of demat account/BO ID duly signed and verified by DP official with Stamp
4. Self-attested copies of PAN Card and Address Proof all registered shareholder(s).
5. Address proof as per RTA records, in case the address proof as per RTA records is not available, kindly provide declaration mentioning old and current address and stating that address proof as per RTA record is not available
6. Duly filled and signed Form ISR-2, along with an original cancelled cheque with the name of the Shareholder(s) printed on it or a self attested copy of your bank passbook or self-attested copy of bank statement

All the Formats including ISR-1, ISR-2, SH-13 (ISR-3) & ISR-4 Form are available under the Forms & Procedures/Downloads section on our website: https://www.bigshareonline.com/resources-sebi_circular.aspx#parentHorizontalTab3

Important Instructions –

- Kindly ensure that the first eight digits of **Aadhaar number are masked** before submission. All ISR forms and the complete set of KYC documents are duly filled in and signed by all registered shareholders.
- Form ISR 2 is complete in all manner including Email id and Phone number of Bank, email and Phone number of investor, Details of Branch Manager who has attested ISR 2 such as Employee Name, Employee Code, Email of Employee.