PROCESS FOR THE REMATERIALISATION OF SECURITIES

Rematerialisation means converting electronic/demat securities back into physical certificates.

List of required Documents for Rematerialisation of shares

1. Depository Participant Remat Form
2. Duly filled and signed KYC Forms ISR-1, ISR-2, (ISR-3 or SH-13, as applicable), 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
3. Self-attested copies of PAN Card and Address Proof of all the holder(s).
4. The self-attested latest **Client Master List (CML)** of demat account/BO ID duly signed and verified by DP official with Stamp (the CML should not be older than 2 months).

All the Formats including ISR-2 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.