

## **Restriction on transfer of physical shares & Procedure demat of shares**

### **BSE Circulars to Listed Companies – Amendment to Regulation 40 of SEBI (LODR) Regulations, 2015. (Cir. No. LIST/COMP/15/2018-19 dated July 05, 2018)**

BSE has issued a Circular to Listed Companies on July 05, 2018 informing about the amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide Gazette notification dated June 8, 2018 has mandated that transfer of securities would be carried out in dematerialized form only.

According to the Circular, request for effecting transfer of securities shall not be processed unless the securities are held in the Dematerialized form with the depository with effect from December 5, 2018. **Therefore Registrars and Transfer Agent and 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.

You may access the Circular from the website of BSE Limited using the following link:  
<https://www.bseindia.com/corporates/Displaydata.aspx?Id=cd22b184-1153-4b05-8ad9-d04699161f89&Page=cir>

Shareholders are accordingly requested, to get in touch with any Depository Participant having registration with SEBI to open a Demat account.

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>

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

- General
- NRIs
- SPEED-e
- Pledge
- Debt Instruments
- CP - Issuers
- CP - Investors
- Certificate of deposit
- Mutual fund
- RGESS

Statistics June 30, 2018	
Investor Accounts	- 17,305,324
DP Service Centres	- 30,512
Demat Custody Value	- 17,586,566

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(Rs. crore)	(US\$ 2,565 billion)

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## FAQ

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- ▼ Transmission
- ▲ Dematerialisation

### ▲ What do you mean by dematerialisation?

Dematerialisation is the process by which physical certificates of an investor are converted to an equivalent number of securities in electronic form and credited in the investor's account with its DP. In order to dematerialise certificates; an investor will have to first open an account with a DP and then request for the dematerialisation of certificates by filling up a

### ▲ Can I dematerialise any share certificate?

You can dematerialise only those certificates that are already registered in your name and are in the list of securities admitted for dematerialisation at NSDL. All the scrips included in S&P, CNX, NIFTY and BSE SENSEX have already joined NSDL. This list has more than 4,300 companies and is steadily growing. You can get an updated list of these companies from your DP or from NSDL's office or from NSDL website at [www.nsd.co.in](http://www.nsd.co.in).

### ▲ What precautions should I take before defacing a share certificate?

Before defacing the share certificate, you must ensure that it is available for dematerialisation. You must therefore check with your Depository Participant (DP) whether the ISIN (code number for the security in a depository system) has been activated and made available for dematerialisation by the depository. If yes, then you may deface the share certificate. The certificates are defaced by marking "Surrendered for Dematerialisation" on the face of the certificate.

### ▲ How long does the dematerialisation process take?

Dematerialisation will normally take about 30 days.

### ▲ What if it takes more than 30 days for dematerialisation of the shares?

If the process of dematerialisation takes more than 30 days, please contact your DP. If he is unable to help you, then you may send your grievance to:

**The Officer in Charge Investor Grievance Cell National Securities Depository Limited**  
4th Floor, Trade World  
Kamala Mills Compound  
Senapati Bapat Marg  
Lower Parel, Mumbai - 400 013  
Email: [relations@nsdl.co.in](mailto:relations@nsdl.co.in)



## Investors

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Select a **DP** of your choice

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### How to Open Your Demat Account



To open your Demat Account, you first need to select a Depository Participant (DP), of your convenience. CDSL has a host of top-notch DPs spread across the length and breadth of the country. Use our search engine below to find a DP who is located closest to your home or place of work.

Once you make your selection, you will be taken to an informative page of your chosen DP. The page will give information regarding tariff structure of the DP and service centres. You can also download comparison of tariff structures of all DPs.

Updated on **July 17, 2018**

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