



EAST INDIA PHARMACEUTICAL WORKS LIMITED

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Notice To Shareholders

Sub: Compulsory Dematerialization of Shares pursuant to Companies (Prospectus and Allotment of Securities) Third Amendment Rules, 2018

To,
All Shareholders,

This is to bring to your kind notice that, the Ministry of Corporate Affairs, Government of India, has notified Companies (Prospectus and Allotment of Securities) Third Amendment Rules (Rules), 2018 on 10th September, 2018. The Rule shall come into effect on 2nd October, 2018.

In terms of Rule 9A(3) of the Rules, every shareholder of an 'Unlisted Public Company' shall convert his/her shareholding in **DEMAT** form before executing transfer of such shares. Further, the Rule also prohibits a shareholder to subscribe shares of an 'Unlisted Public Company', by way of private placement, bonus issue or rights issue unless, the existing shareholding of such shareholder is in **DEMAT** form.

Since your company is an 'Unlisted Public Company' in terms of the provisions of Companies Act, 2013, **with effect from 2nd October, 2018, no transfer of shares can be executed unless the same is in DEMAT form. Further, no shareholder can avail the benefit of any rights issue or bonus issue given by the Company unless the existing shareholding of such shareholder is in DEMAT form.**

The Company has made all the arrangements to facilitate Dematerialization of shares to all of its shareholders and has appointed Registrar and Share Transfer Agent. A detailed FAQ on DEMAT of Shares is attached with this notice for your perusal and ready reference.

This is for your information please.

Thanking You,

For East India Pharmaceutical Works Limited


Debashis Patra

Company Secretary

FAQ's: DEMAT (Dematerialisation) of Shares

East India Pharmaceutical Works Limited in its effort to provide ease of services to all shareholders relating to the matters of shares, has engaged the services of National Securities Depository Limited (NSDL) and Central Depository Services Limited (CDSL) for dematerialization of shares of the company. Now shareholders can hold the shares of the company in electronic (DEMAT) mode. Following are FAQs regarding dematerialization of shares of the Company.

Q. What is Dematerialization of shares and what are its benefits?

Ans. Dematerialization is the process through which the shares are held and traded in electronic form instead of physical form thus eliminating many disadvantages of shares in physical form.

Following are some of the advantages of demat holding of shares:

- Easy and speedy execution of sale, purchase etc.
- Speedy allotment/credit in case of Bonus/Rights Issue etc.
- No chances of share/securities certificates being lost, stolen or mutilated and no risk of holding forged certificates.
- Minimal paper work compared to physical shares
- No stamp duty for transfer
- No risk of bad delivery

Q. How a shareholders can demat/remat their shares held in physical form?

Ans. Approach a Depository Participant (DP) as per your choice and open a Demat account for which you will be allotted a Client ID. You should, then, surrender the share certificates to your DP by filling the Dematerialization Request Form (DRF) after which the DP generates a number known as Demat Request Number (DRN). Thereafter DP will send the certificate along with the DRF to the Registrar and Share Transfer Agent (RTA) of the Company. The RTA after verification, confirms the DRN and upon confirmation, the number of securities dematerialized will be credited in electronic form to your demat account. You may reverse this process if you so desire and get your shares reconverted into paper form. This process is known as re-materialization.

Q. Who is Depository and Depository Participant?

Ans. A depository can be compared to a bank. A depository holds securities (like shares, debentures, bonds, Government Securities, units etc.) of investors in electronic form. Besides holding securities, a depository also provides services related to transactions in securities.

At present there are two Depository in India. National Securities Depository Limited and Central Depository Services (India) Limited. Your company is registered with both of them.

A depository interfaces with the investors through its agents called "Depository Participants" (DP). If a shareholder wants to avail the services offered by the depository, he has to open an account with a DP. This is similar to opening an account with any branch of a bank in order to utilise the bank's services. Generally all the majors banks acts as

Depository Participant these days. Shareholders can contact their Banks to open a DEMAT Account.

Q. Who is Registrar and Share Transfer Agent of the Company?

Ans. M/s CB Management Services (P) Limited is the Registrar and Share Transfer Agent (RTA) of the Company. The contact details of the RTA is given below:

M/s CB Management Services (P) Limited
P-22 Bondel Road, Kolkata - 700019
Call : +91 33 40116700,2280 6692/93/94/2486
Fax : +91 33 2287 0263
E-mail : rta@cbmsl.com

Q. How shareholders are going to get the benefits from the Company for the demat shares held by them?

Ans. The RTA, as on a record date/book closure date, every year, downloads data of beneficiaries holding shares of the Company in demat form. On the basis of this data the Company will send to you the notice of the Annual General meeting, Annual Report and make available to you corporate benefits like dividend/right issue/bonus issue etc. Please note that the rights of the shareholders holding shares in demat form are same as that of the shares held in physical form.

Q. Whom should a shareholder contact for queries relating to their demat account?

Ans. Your demat account is maintained by the DP and therefore any communication/ intimation/queries relating to change of address, change in bank account details, registration of nominees, demat account etc may please be addressed to your DP. Please note that the Company / RTA has no access to your depository account and hence any request with regard to any of the above subjects cannot be considered.

Q. How a shareholder can transfer their shares of East India Pharmaceutical Works Limited held in DEMAT form to another person?

Ans. Shareholder need to issue the delivery instruction in off market trade column of the delivery instruction form by filing in the Client ID & DP ID of the purchaser of EIPWL shares and deposit the same with their DP who will transfer your EIPWL shares into his (purchasers) DP Account.

Q. I have shares in the demat form. What do I do for making a nomination?

Ans. Please approach your Depository Participant. Kindly note that in the account opening form provided by the DP there is a provision for providing the name of the nominee.