

Transfer of securities only in dematerialised form

As per amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations 2015, vide gazette notification bearing no. SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018, requests for effecting transfer of securities shall not be processed unless securities are held in a dematerialized form with a depository except in case of transmission or transposition of securities with effect from December 5, 2018.

Pursuant to the aforesaid notification, the Shareholders of the Company holding their securities in physical form are requested to have the same dematerialized at the earliest to avoid any inconvenience in future for transferring the securities and also avail the benefits of dematerialization which inter alia include easy liquidity, trading in secondary market, savings in stamp duty and elimination of any possibility of loss of share certificate/s.

Shareholders can approach any Depository Participant ("DP") having registration with SEBI to open a demat account or alternatively seek guidance on the same from the Company or its Registrar and Share Transfer Agent, the contact details of which are provided below.

1. L&T Finance Holdings Limited, Brindavan, Plot No. 177, C.S.T. Road, Kalina, Santacruz (East), Mumbai 400 098, Maharashtra, India. Tel: +91 22 62125000; Fax: +91 22 66217509; e-mail: igrc@ltps.com
2. LinkIntime India Private Limited, the Registrar and Share Transfer Agent (RTA) of the Company at C-101, 247 Park, L.B.S Marg, Vikhroli (West), Mumbai 400 083, Maharashtra, India. Tel: +91 22 4918 6000; Fax: +91 22 4918 6060; e-mail: rnt.helpdesk@linkintime.co.in

For further information on process of dematerialization, shareholders can also refer website of Depositories viz., NSDL at <https://nsdl.co.in/services/demat.php> or CDSL at <https://www.cdslindia.com/investors/q-and-a.html>.

A brief procedure for converting securities held in physical form to dematerialized form is given below for easy reference:

PROCEDURE OF DEMATERIALIZATION

1. Dematerialization starts with opening of a demat account. For opening a demat account, one needs to shortlist a DP that offers demat services.
2. To convert the physical shares into demat form, a Dematerialization Request Form ("DRF"), available with the DP, needs to be filled in and deposited along with share certificates.
3. The DP will raise the request electronically and despatch this request along with the share certificates to the Company or its RTA.
4. RTA will enter the details in their back-office system after verifying the DRF and confirm the demat request in the depository system, if found in order.
5. The credit of the shares will be reflected in the Shareholder's account electronically.
6. The aforesaid process will take about 15 days after the submission of request for dematerialization.