



Dispur
Guwahati - 781 006

GNRC LTD

Quality • Value • Trust

(An ISO 14001 : 2015 Organization)

Regd Office : GNRC Complex, Dispur, Guwahati - 781006

CIN : U85110AS1985PLC002447



Sixmile, Guwahati - 781 022

GNRC Medical
North Guwahati - 781031

IMPORTANT AND URGENT
FOR YOUR IMMEDIATE ACTION

Dear Members of GNRC Ltd.

Sub : Reminder request for dematerialization of equity shares of GNRC Ltd. i.e. conversion of physical holdings into Demat form

Ref: Ministry of Corporate Affairs ("MCA") Notification G.S.R 853(E) dated September 10, 2018 and effective from October 02, 2018

Pursuant to the Notification G.S.R 853(E) dated September 10, 2018, the Ministry of Corporate Affairs (MCA) has **mandated to hold securities in dematerialized mode** for the purpose of **effecting transfer of securities or subscribing to additional / new securities, w.e.f. October 2nd, 2018.**

SEBI has further vide gazette notification dated June 8, 2018, has mandated that transfer of securities would be carried out in dematerialized form only by making an amendment in Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015("Regulation") which will come into effect from December 5, 2018.

After the said date i.e. December 5, 2018, shareholders holding share(s) in physical mode shall not be able to transfer their shares unless such shares are converted into dematerialised form. Accordingly, the shareholders holding shares in physical form, in their own interest, are hereby requested to take necessary steps to dematerialise their shares as soon as possible. The amendment does not impact the shareholders requests for transmission or transposition of securities held in physical mode.

In order to get the physical share certificate dematerialized, the shareholders may follow the steps mentioned below:

1. For shareholders not having Demat Account:

The shareholder(s) is/are required to approach any nearby Depository Participant (DP) and open a Demat Account with a DP in the same name(s) and style in which the shareholder(s) hold shares in GNRC LIMITED. After opening of the Demat Account, shareholder(s) has to surrender the Original Share Certificate(s) along with duly filled in and signed Demat Request Form (DRF) to the DP, who will verify the same and forward to the Company's RTA, i.e. KFin Technologies Limited. The RTA of the Company will scrutinize/verify the DRF including genuineness of the certificates and, if found in order, the shares will be dematerialized and equivalent number of shares will be credited to the Demat account of the shareholder(s) by the RTA.

For GNRC Ltd.


Company Secretary

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ISO 14001 : 2015
Certificate No. EMS 97647



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2. For shareholders already having DematAccount:

The shareholder(s) who already have the Demat Account are required to check whether the existing Demat Account is in the same name(s) and style as per the shareholding in GNRC LIMITED. If yes, shareholder(s) has to submit duly filled in and signed DRF along with original share certificate(s) to the DP for dematerialization of shares. DP will verify the same and forward to the Company's RTA, i.e. KFin Technologies Limited. The RTA of the Company will scrutinize/verify the DRF including genuineness of the certificate(s) and, if found in order, the share(s) will be dematerialized and equivalent number of shares will be credited to the Demat account of the shareholder(s) by the RTA. If the existing Demat Account is not in the same order of name(s) and style as the shareholding in GNRC LIMITED, the shareholder(s) is/are required to approach his/her DP for necessary correction and guidance.

We request you to convert your shareholding from physical to Demat form at the earliest in view of the above circular.

As required GNRC Ltd. shall facilitate all its shareholders to convert and hold their equity shares in GNRC Ltd. in DEMAT form (holding shares in electronic form at an Demat account) on urgent basis. All shareholders are requested to note the following details in this regards :

Registrar & Share Transfer agent of the Company : KFin Technologies Ltd. (formerly known as KFin Technologies Pvt. Ltd.) Selenium Tower-B, Plot No: 31 & 32, Gachibowli, Financial District, Nanakramguda, Serilingampally, Hyderabad-500032, Rangareddi, Telangana, Website : www.kfintech.com., mail : reachus@kfintech.com, Ph no : +91-40-67162222 / 79611000.

Thanking you and kindly contact for any details / clarifications

For GNRC Limited

For GNRC Ltd.

(Biswajit Das)

Company Secretary--GNRC Ltd.

Dept. of Company Secretary, GNRC Complex,

Dispur, Guwahati-781006, Assam

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Ph no : 9957654939 / 7002767739 / 8486233403

26/05/2022

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