

## **FOR IMMEDIATE ATTENTION & ACTION PLEASE**

Dear Shareholders of GNRC Ltd.

**Sub : Request for dematerialisation of shares i.e. conversion of physical shareholdings into "Demat" ( Dematerialised) form ( an prescribed electronic format)**

**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 ( in a prescribed & process based electronic mode) for the purpose of effecting transfer of securities or subscribing to additional / new securities, and other shares related transactions ( like transmission etc.) w.e.f. October 2, 2018.**

SEBI ( Securities and Exchange Board of India) has further vide gazette notification dated June 8, 2018, **has mandated that transfer of securities would be carried out in dematerialised form only** by making an amendment in Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Regulation") which comes 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.* This process of Demat will also make transmission of shares ( to legal heirs) convenient and compliant to any prescribed norms.

**Therefore in order to get the physical share certificates (issued by GNRC Ltd.) dematerialized, the shareholders are requested to follow the following steps :**

**1. For shareholders not having Demat Account:**

The shareholder is required to approach any nearby Depository Participant (DP) and open a Demat Account ( i.e. an account to hold shares in electronic mode) with a DP in the same name and style in which the shareholder hold shares in GNRC LIMITED ( also to be supported by respective KYC documents like PAN & Aadhar etc.). After opening of the Demat Account, shareholder 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 ( Registrar and Share Transfer Agent), i.e. KFin Technologies Limited. The RTA of the Company will scrutinize / verify the DRF including genuineness of the certificates ( along with other necessary details) 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 ( here the RTA will confirm the necessary details from the Company and it is mandatory for the Company to facilitate the Shareholders, RTA etc. to ensure compliance to this regulatory provision). Here an account statement shall also be given to the concerned applicant shareholder.

**2. For shareholders already having Demat Account:**

The shareholder who already have the Demat Account are required to check whether the existing Demat Account is in the same name and style as per the shareholding in GNRC LIMITED. If yes, then the shareholder 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 ( Registrar and Share Transfer Agent), i.e. KFin Technologies Limited. The RTA of the Company will scrutinize / verify the DRF including genuineness of the certificates ( along with necessary details) 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 / its DP for necessary correction and guidance ( here it is mandatory for the Company to facilitate the Shareholders, RTA etc. to ensure compliance to this regulatory provision).

*Hence in view of the above stated regulatory provisions we would like to request all our valued shareholders to convert their shareholding from physical to Demat form at the earliest. Our Company shall always facilitate its shareholders to convert their physical shares to electronic form (based on a process based secured mode of conversion) & we are already in touch with our RTA and other agencies for necessary details.*

**In this regards kindly note the following details :**

**GNRC LTD. RTA : 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](http://www.kfintech.com), mail : [reachus@kfintech.com](mailto:reachus@kfintech.com), Ph no : +91-40-67162222 / 79611000.

1. **GNRC LTD. CDS LEQUITY ISIN NO : INE653Z01015**
2. **GNRC LTD. NSD LEQUITY ISIN NO : INE653Z01015**

We shall further inform our shareholders about any other details, developments and requirements from time to time. **Kindly also note that dematerialization of your shares will have many advantages like** : Holding the shares in electronic form which is safe & secure, easy monitoring and trading, updated account statement on periodic basis, less chances of any fraud or loss of certificate etc.

Thanking you and please contact the undersigned for necessary details and assistance.

Yours' Sincerely

For GNRC Limited  
For GNRC Limited

Sd/-  
(Biswajit Das)  
Company Secretary



Department of Company Secretary,

GNRC Complex, Dispur Supermarket, Guwahati-781006, Assam.

Email ID: [biswajitdasc@gnrchospitals.com](mailto:biswajitdasc@gnrchospitals.com)

Ph no : 9957654939

Or

Mr. Hrishikesh Dutta Baruah

Ph no : 8486233403, mail ID : [hrishikesh.baruah@gnrchospitals.com](mailto:hrishikesh.baruah@gnrchospitals.com)

### **For kind reference**

**Depository Participants ( DP ) :** Are authorised agents of a Depository such as NSDL ( National Securities Depository Ltd.) & CDSL (Central Depository Services Ltd.), where in a Demat Account can be opened.

**Demat / Dematerialised Account :** An account ( like a Bank account for your shares) held with a Depository Participants ( based on CDSL or NSDL) where in financial securities ( like shares, Bonds, Mutual Funds etc.) are held in electronic form ---- for doing away with the hassles of physical handling and maintenance of physical shares / documents. This also ensures quick trading / transfer of shares ( which is to be done only on electronic mode as per law).

**RTA ( Registrar and Transfer agents) :** They are SEBI ( Securities and Exchange Board of India) registered agents that provides services related to share registry maintenance and share transfer activities on behalf of the Company.

**CDSL / NDSL :** Central Depository Services ( India) Ltd. / National Securities Depository Ltd. – Both are approved Depository Service providers of India.

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