



# LAKSHMI VILAS BANK

The Lakshmi Vilas Bank Ltd.,  
Corporate Office, "LVB HOUSE", No.4, Sardar Patel Road,  
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CIN L65110TN1926PLC001377

Dear Shareholder,

## **Sub: SEBI notification on compulsory dematerialization.**

Securities and Exchange Board of India (SEBI) had notified the SEBI (Listing Obligations and Disclosure Requirements) (Fourth Amendment) Regulations, 2018 vide notification dated 8<sup>th</sup> June 2018. As per the SEBI notification, with effect from 5<sup>th</sup> December 2018 i.e., 180<sup>th</sup> date from the date of the aforementioned notification, transfer of shares will be permitted only if the shares are held in dematerialized form.

The Extract of the proviso is as follows

*“except in case of transmission or transposition of securities, requests for effecting transfer of securities shall not be processed unless the securities are held in the dematerialized form with a depository.”*

**In this regard, shareholders holding shares in physical form are requested to dematerialize their shares in order to avail the benefit of free transferability as any request for transfer of shares after 5<sup>th</sup> December 2018 will not be permitted if the shares are held in physical mode.**

For any information or query, shareholders are requested to contact the Registrar and Share Transfer Agent M/s. Integrated Registry Management Services Private Limited at 044-28140801/2/3 or the Secretarial Department at 044-22205306.

The Bank is pleased to offer Demat Account facility to its shareholders and the process of dematerialization of shares and other details is provided below.



## Guidance for Dematerialization of Shares

As notified by SEBI, after 5<sup>th</sup> Dec 2018, investors may be able to hold shares in physical form but they may not be transferable, which could affect their value. Hence we have given the procedure to be followed to get your shares dematerialized through us.

1. Demat – It is the process of getting physical Share Certificates converted into electronic form
2. Demat A/c. – is the custody A/c. to be opened in the same holding Pattern as available on the share certificates.
3. Client should submit signed Demat Requisition Form (DRF) form along with Share Certificates to the nearest branch in your locality. For each company separate DRF form to be submitted.
4. It will take a minimum of 15-30 days for shares to be converted in to Electronic mode if all documents are in order.
5. To open Demat A/c. there is a Booklet form to be filled and signed in the required places and to be attached with self-attested copies of Id & address proof and attested by Officers/Manager.
6. Along with Demat account, shareholders also require a Trading account for effecting Purchase and Sale of Shares. Customers may open Trading A/c along with Demat A/c through Lakshmi Vilas Bank, who is providing Depository Participant services and the Bank has also tied up with IDBI Caps and Way2Wealth for providing trading account to our customers who may open Trading account as per their choice.

For any clarification, please contact your nearest Branch for details. Alternatively you can also write to [dpcell@lvbank.in](mailto:dpcell@lvbank.in)

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