



RANA SUGARS LIMITED

Regd. Office: S.C.0.49-50, Sector 8-C, Madhya Marg Chandigarh- 160 009 (India)
CIN: L15322CH1991PLC011537, Website: www.ranasugars.com, E-mail: info@ranagroup.com

PROCEDURE OF DEMATERIALIZATION OF SHARES

To,

The Members/ Shareholders,

Amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide Gazette notification dated June 8, 2018 has mandated that except in case of transmission or transposition, transfer of securities would be carried out in dematerialized form only with effect from December 5, 2018. For complete notification click on the link given hereunder:

<https://www.sebi.gov.in/legal/regulations/jun-2018/securities-and-exchange-board-of-india-listing-obligations-and-disclosure-requirements-fourth-amendment-regulations-2018-39263.html>

Shareholders holding shares of the Company in physical form are advised to get the same converted into dematerialized form for smooth transfer of shares. For further clarification/ information the shareholders may contact the RTA of the Company:

M/s Alankit Assignments Limited,
205-208 Anarkali Market, Jhandewala Extension,
New Delhi- 110055
Ph. No.: 011 - 42541234, 23541234, Email ID: info@alankit.com, rta@alankit.com
Fax: 011 - 23552001

Detail procedure to be followed for dematerialisation of shares is given in **Annexure** to this letter.

We assure you our best cooperation in this regard.

Thanking you
for RANA SUGAR LIMITED

Sd/-
MANMOHAN K. RAINA
Company Secretary & Compliance Officer

PROCEDURE TO BE FOLLOWED FOR DEMATERIALISATION OF SHARES:

The Company has executed agreements with NSDL and CDSL as depositories in order to dematerialise its shares. The ISIN (International Securities Identification Number) of the Company is **INE625B01014**. In order to dematerialise the Physical Share Certificates-

1. An investor will have to first open an account called Demat A/c with any of the Depository Participants (DP) of his choice.
2. Obtain the Demat Account No. from DP.
3. Obtain the Dematerialised Request Form (DRF) from DP.
4. This DRF, together with the Share Certificates desired to be dematerialised is to be submitted with DP.
5. The DP upon receipt of the shares and the DRF, will issue an acknowledgement
6. The DP will send an electronic request to the Registrars and Transfer Agents (RTA) of the Company through the Depository for confirmation of demat.
7. DP afterwards follows the following procedure:
 - a) Defaces the Share Certificates by putting a rubber stamp "Surrendered for Dematerialisation" and by punching two holes on the name of the Company on the Share Certificate.
 - b) Generates a Demat Request Number (DRN) through the Depository Participant Module (DPM) and fills the same in DRF at the appropriate place.
 - c) Sends an electronic communication to Depository viz. NSDL or CDSL, as the case may be, to the effect that so many shares of this Company (Identified by ISIN) have been received for dematerialisation.
 - d) Sends the DRF and Share Certificates to the Company/ RTA by courier. The role of DP comes to an end with this but it must send a reminder in case credit of shares is not received in demat account of investors within a month.
8. The Depository electronically downloads the particulars of demat request, received from DP and sends to the RTA of the Company so that these shares can be dematerialized.