

MANDATORY DEMATERIALIZATION FOR TRANSFER OF SECURITIES

Securities Exchange Board of India (SEBI) vide SEBI (Listing Regulations and Disclosure Requirements) (Fourth Amendment) Regulations, 2018 dated 8th June, 2018 has amended Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, whereby transfer of securities of a listed company would not be processed unless the securities are held in dematerialized form. The said regulations shall be effective from **5th December, 2018** and all the shares lodged for transfer thereafter shall be in dematerialized form only.

Shareholders holding shares in physical form are requested to arrange the dematerialization of their shares at earliest to avoid any inconvenience in future for transferring those shares.

Dematerialization of shares has various advantages like immediate transfer of shares, no stamp duty on transfer, immediate credit of dividend due to linkage of bank account, elimination of risks associated with physical certificates such as forged transfer, bad deliveries, etc.

The process or dematerialization of shares is as follows:

- 1) Shareholder should be in possession of original share certificate of the Company. In case the shareholder is not in possession of the original share certificate the Company, he/she can contact the Company or Registrar & Transfer Agent on the address given hereinbelow.
- 2) Shareholder needs to verify if his/her demat account is in the same name / order in which his/her name appears on the physical share certificate. Any mismatch in name will lead to non-acceptance of demat request by the Depository Participant (“DP”).
- 3) Shareholder shall approach his/her Depository Participant where he/she holds a demat account and surrender the original share certificate along with the Dematerialization Request Form available with DP. At the time of surrendering the share certificate for dematerialization, shareholder shall submit a copy of PAN card and AADHAR card. The ISIN for demat of shares of the Company is INE540L01014.
- 4) Thereafter, DP shall send the certificate along with other documents to Registrar & Transfer Agent who would check all the details and issue instructions for dematerialization of the shares.

Shareholder can visit the below mentioned websites of the Depositories viz., National Securities Depository Limited (NSDL) or Central Depository Services (India) Limited (CDSL) for further understanding of the demat procedure:

NSDL website: <https://nsdl.co.in/faqs/faq.php> (dematerialization)

CDSL website: <https://www.cdslindia.com/investors/open-demat.aspx>

In case if you have any queries or need any assistance in this regard, please contact;

The Company Secretary & Compliance Office Alkem Laboratories Limited Alkem House, Senapati Bapat Marg, Lower Parel, Mumbai – 400 013 Phone : 022 – 2382 9999 Email: investors@alkem.com Website: www.alkemlabs.com	Registrar & Transfer Agent Link Intime India Private Limited Unit : Alkem Laboratories Limited C-101, 247 Park, L B S Marg, Vikhroli (West), Mumbai – 400 083 Tel No: 022 - 49186000 Email: rnt.helpdesk@linkintime.co.in Website: www.linkintime.co.in
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