General Instructions For Filling Up Dematerialisation Request Form

Dematerialisation is the process by which physical certificates of an investor are converted to an equivalent number of securities in electronic form and credited into the BO account with his DP.

- The DRF form must be filled in capital letters only. All relevant portions must be duly filled (sample attached).
- The application should preferably be filled in black / blue pen and any portion of the request form which is not applicable to the account holder must be clearly struck off.
- Separate DRFs are to be filled for each company having a unique International Security Identification Number (ISIN).
- The name of the account holder appearing on the certificates must tally with the name of the account holder as recorded under the account of the beneficial owner maintained with CDSL. If the sequence of the names differs, then a duly filled in transposition form needs to be furnished along with the DRF. For e.g. In Demat Account holding pattern is first holder is Mr A and second holder is Mrs B and in the share certificate Mrs B is first holder and Mr A is second holder Transposition Form needs to be attached along with the Demat Request Form.
- Holder name in abbreviation as recorded in the certificate / DP account will be considered for demat and will be dematerlized only as per RTA discretion.
- All the holders are required to sign on the DRF at the relevant places provided. Further, the signature of each holder must tally with the signature of the holders as captured / recorded in the back office system of the depository participant and the specimen signature (s) recorded with the issuer / registrar and share transfer agent.
- The security requested for Dematerialisation should be listed with CDSL and eligible for Demat. Refer http://www.cdsolidia.com/investors/securitieslist.jsp for details
- The certificate details like certificate number, distinctive number, folio number and quantity mentioned on the DRF and on the certificates enclosed should match.
- If the DRF is complete in all respect, then acknowledgement of the DP should be give to the BO. Date of receiving the DRF should be written on the DP’s copy of the DRF and on the acknowledgement given to the BO.
- All corrections on the DRF must be authenticated by the account holder (s) by affixing his/her signature near the place of the correction only.
- All signatures must be done using a ballpoint pen or an ink pen only. Sketch pens and marker pens should not be used for signing.
- Use of whiteners / correction fluids anywhere on the DRF form must be avoided in entirety.
- In case of death of one or more of the joint holders, the surviving joint holder(s) can get the name of the deceased removed from the security certificate(s) and get them dematerialised by submitting the security certificates along with the Transmission Form, original Death Certificates of deceased holder (or Copy duly notarized) and the DRF
- All corrections on the DRF must be duly authenticated by the account holder(s) by affixing his/her signature near the place of the correction only.
- All signatures must be done using a ballpoint pen or an ink pen only. Sketch pens and marker pens should not be used for signing.
- Use of whiteners / correction fluids anywhere on the DRF form should be avoided in entirety.
Please fill all the details in BLOCK LETTERS in English (Fill up a separate DRF for Free Securities and Locked - in securities).

**CDS.**

Date 5 5 2012

**Date DRN No.**

(To be filled up by SSL)

**I/We request you to dematerialise the enclosed certificates registered in my/our name into my/our account.**

**DRF No**

**Details of Securities :** Free Securities

**Name of the Company**

**STATE BANK OF INDIA**

**ISIN**

I N E 0 6 2 A 0 1 0 1 2

**Type of Security**

Equity

**Number of Certificates**

2

**Quantity to be Dematerialised**

125

**Face Value of Securities**

One Hundred Twenty Five Only

**Folio No.**

S072

**Certificate Number**

From 317030

To 317031

**Distinctive Number**

From 317030001

To 317030125

**Quantity**

125

In case of locked-in Securities fill up separate DRFs for Locked-in Securities having different release dates.

The original Certificates / documents are hereby surrendered by me/us for dematerialisation and the same are free from any lien, or charge of encumbrance and represent the bonafide securities of the issuer Company to the best of my / our knowledge and belief.

**PARTICIPANT AUTHORISATION (From SSL to RTA to be filled up by SSL)**

We hereby acknowledge the receipt of certificates / documents in respect of the following securities for dematerialization subject to verification:

<table>
<thead>
<tr>
<th>First / Sole Holder</th>
<th>Second Holder</th>
<th>Third Holder</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMEER DALVI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Instructions:**

1. In case of transmission cum demat, a notarized copy of death certificate of the deceased holder, copy of the order of the court etc. to be attached with the DRF.
2. In case of the transposition cum demat, a duly executed transposition request form to be attached with DRF.

**Annexure**

<table>
<thead>
<tr>
<th>Folio No.</th>
<th>Certificate Number</th>
<th>Distinctive Number</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

(If the Annexure above is insufficient, attach another annexure containing certificate details in same format)
1. **Account No.**: Specify your eight digit client ID Demat account no.

2. **Date**: Specify the date of submitting the DRF in the DD/MM/YYYY format.

3. **Details of Securities**: Select the type of the securities:
   - **Free Securities**: Select if Securities are freely transferrable without Lock-in
   - **Locked Shares**: Select if Securities are under Lock-in status.

4. **Name of the Company (Security)**: Specify the name of the security to be dematerialised from the physical certificate. Ensure that security is eligible for Demat. Refer [http://www.cdsllndia.com/investors/securitieslist.jsp](http://www.cdsllndia.com/investors/securitieslist.jsp) for details.

5. **ISIN No.**: Specify the correct ISIN no. Use a separate MF-DRF for each security having a unique ISIN No. (Use a separate DRF for each security having a unique ISIN. However, securities with the same ISIN with the same pattern of holders but under different folio nos. can be dematerialised with a single DRF.)

6. **Type of Securities**: put a tick against the box for Equity/Debenture/Bonds/others depending on the type of securities being submitted for dematerialization.

7. **Number of Certificate**: Specify the Total number of certificate with DRF.

8. **Face value**: Specify the face value of the security from the physical certificate.

9. **Quantity of Securities to be Dematerialised (in figures and in words)**: Specify the quantity in figures and in words. Mention the no. of shares/debentures/etc represented by the surrendered certificates.

10. **Folio No.**: Specify the correct folio no. as given on the share certificate.

11. **Certificate No.**: The details of Certificate no. must be filled up correctly on the DRF. If the certificate no. are in a serial please specify the from - to number.

12. **Distinctive No.**: Specify the correct distinctive no. on DRF as given on share certificate.

13. **Lock-in Reason**: If option 3b is ticked, specify the reason for the lock-in of securities.

14. **Lock-in Release Date**: Specify the date on which the lock-in is getting released.

15. **Holder(s) Name & Signature**: The holders should affix his/their Name & sign in the order of their names in the demat account. The signature and holders name should match with specimen signature with the Registrar (RTA) as well as with DPSSL records.