

ORIGINAL

DUPLICATE ( SIHL Copy)

TRIPLICATE (Client's Copy)

DP-ID-IN-300343

## DEMATERIALISATION REQUEST FORM

shah investor's home ltd

IN WARD

Regd. Office : 'SIHL HOUSE', Opp. Ambawadi Jain Temple, Nehrunagar Cross Road, Ahmedabad-380 015.

Phone : +91 79 4107 2222 Fax : +91 79 3002 9029

Client's Mobile

No. \_\_\_\_\_

Website : www.sihl.in Email : helpdesk@sihl.in

No. \_\_\_\_\_

INSTRUCTION : (Also read the instructions overleaf)

1. In case the space is found to be insufficient, an annexure containing the certificate details in the same format may be attached.
2. Please use separate form for free securities and locked-in securities.
3. Please use separate demat Request Form per Account per Company.

DRN : \_\_\_\_\_ (for office use)

Branch: \_\_\_\_\_

Date \_\_\_\_\_

I/We request you to dematerialise the enclosed certificates into my/our account as per the details given below

Client Id			
Sole/First Holder			
Second Holder		Third Holder	
Company Name			
Type of Security	Equity/Others (Specify)	Details of Securities	<input type="checkbox"/> Free Securities <input type="checkbox"/> Locked-in Securities
Quantity (in figures)		(In words)	
ISIN (To be filled by DP)	I	N	Face Value Rs.




Folio No.	Certificate Nos.		Distinctive No.		Quantity
	From	To	From	To	
1					
2					
3					
4					
5					
6					
7					
TOTAL No. of Certificate			Total Qty. (A) = (1+2+3+4+5+6+7)		
			Annexure Total Qty. (B)		
			Grand Total Qty. = A+B		

Details of Locked-in Securities

Lock-in reason	
Lock-in release date	

## Declaration

I/We hereby declare that the above mentioned securities are registered in my/our name. The original certificates are hereby surrendered by me/us for dematerialisation I/We also hereby declare that the securities surrendered by me/us for dematerialisation are free from any lien or charge or encumbrance and represents the bonfide securities of the company to the best of my/our knowledge and belief.

	Sole/First Holder	Second Holder	Third Holder
Holder(s) Signature (s)			

## Signature Attestation

## Participant Authorisation

We have received the abovementioned securities for dematerialisation. The application form is verified with the certificates surrendered for dematerialisation and we certify that the application form is in accordance with the details mentioned in the enclosed certificates it is also certified that the holders of the securities have beneficiary account with us in the same name (s).

For, Shah Investor's Home Ltd.

Date :

Participant's Stamp

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For, Shah Investor's Home Ltd.

Date : \_\_\_\_\_

Participant's Stamp

**Form 42**

**SIGNATURE VERIFICATION FORM**

**(to be submitted along with Demat Request form)**

Date	
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To,  
Shah Investor`s Home Ltd  
'SIHL HOUSE',  
Opp. Ambawadi Jam Temple,  
Nehrunagar Cross Road,  
Ahmedabad – 380015.

DP ID: IN300343

Client ID	
DRN No.	( to be filled-in by the DP )
<p>1. I/We wish to inform that my/our signature in the records of Issuer or RTA may vary from the signature as captured in my/our demat account (Details of which have been mentioned in Dematerialisation Request Form)..</p> <p>2. I/We wish to inform that my/our signature in the records of Issuer or RTA may vary from the signature as captured in my/our demat account (Details of which have been mentioned in Dematerialisation Request Form).</p>	
<b>Signature details</b>	
	<b>Signature with Issuer/RTA</b>
First / Sole Holder	
Second Holder	
Third Holder	

**FOR DP / Branch**  
**DEMAT REQUEST FORM**  
**Please fill up following Check List**

Branch Name: \_\_\_\_\_ Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

	CHECK LIST	CHECK
1	Certificate should be received after check company has been Listed in any Depository (NSDL or CDSL)	
2	Receive separate DRF per A/c per ISIN	
3	Verify whether ISIN is not under Corporate Action or Inactive	
4	Shares issued in HUF status not to be mixed with personal name shares and vice versa	
5	Check if certificates are in large numbers then separate Annexure need to be attached.	
6	Each page of Annexure need to be signed by the client alongwith Client ID, Client's Name, DRF No.and Company's Name.	
7	Check names on the certificates should be in the same order as mentioned in the Demat Account and on DRF	
8	<b>Check if the names are appearing in the different order while comparing with Share Certificates / Demat account than kindly fill the below mentioned Annexure.</b>	
	(A) <b>Annexure-OA</b> -Transposition Form to be filled and signed in case of name appearing in different order while comparing with certificate and demat account.	
9	<b>In the event of death of either of the share holder the below mentioned annexure need to be filled</b>	
	(b) <b>Annexure-OB</b> Transmission Form to be filled and signed in the event of death of either of the joint holders and Original Notarized true copy of the death certificate to be enclosed.	
10	Double Check the quantity of share certificates and number of shares.	
11	Double Check the Registered Folio no as on the front and reverse side of the certificate.	
12	Check Certificate No. & Distinctive No. as appearing on certificate/s with DRF	
13	Check each holders has signed on all copies of DRF.	
14	Double Check if there is alteration or amendment; clients full signature required.	
15	Punch on the certificate at appropriate place as required	
16	Affix the stamp reading SIHL-DP ID and Client ID. Do mention the Client ID number	
17	In case of rejection of Shares due to signature mismatch by Company or R & T Agents., Signature should be attested by Bank Manager or Notary / Magistrate to be submitted by the client as per Company requirement.	
18	In case of Rejected Shares/ DRN, collect yellow copy from the client	
19	In case of third party (other than client) request; check for the authority letter and collect the identity proof eg: Passport voters ID, driving license etc; as well as signature on the receipt. .	
20	<b>If value of shares is Rs. 30 lakh or more.</b> Please Check it if so zero balance/no any holding in demat account, single certificate is one name, high Qty need to be attached following documents. (self attested) 1. Copy of income tax return filling of the client 2. Copy of proof of Transfer or purchase shares 3. Copy of shares certificate 4. Copy of PAN Card	
21	Submission of following additional information details are along with demat request Form, a. Copy of PAN Card *self Attested sign. As per company record. b. Copy of Address Proof (self attedted sign. As per company records.) c. In case any change in details in demat account please updated its than received Demat request For,	

**Thank you for your co-operation.**

Client ID: \_\_\_\_\_ Name of Client: \_\_\_\_\_

DRF No \_\_\_\_\_ Name of Company \_\_\_\_\_

Employee's Name: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_

## Points to be remembered while filling in the Demat Request Form :

- ☛ For any correction or overwriting client's signature is required.
- ☛ Take due care while putting your client id (demat account no.) on the request form. Correct client id will enable us to process your shares faster.
- ☛ Names on the share certificates should be in the same order as mentioned in the account opening form. If the order is different, then please submit Annexure 'OA' with the Form, If will be available at our operational offices.
- ☛ Submit only those scrips that are listed on NSDL In case of Doubts please verify Whether the scrip is listed on NSDL
- ☛ Deface all the share certificates with "SURRENDERED FOR DEMAT" stamp before submitting the shares to us (in case of doubts, clarify with our officers at the counters)
- ☛ Double check the quantity of shares and no of certificates being submitted to us.
- ☛ Before leaving the counter, please ensure that you get the acknowledgment receipt of the shares submitted to us.
- ☛ Inquiry for the confirmation should be made only after one month from the date of lodgement.
- ☛ For any future inquiries regarding the pending Demat; you are requested to bring along the acknowledgment given to you for the shares in question.
- ☛ Please retain the acknowledgment with you, till your shares demated. It is necessary to produce it, at the time of objection/rejection

**HELP UP US TO SERVE .YOU BETTER**