DEMATERIALISATION REQUEST SAMPLE FORM

SAMCO SECURITIES LIMITED

Simple Guide to Fill the Dematerialisation Request Form (DRF)

This form is used to convert your Physical Share Certificates into Electronic Form (Dematerialisation) in your Samco Demat Account. Please follow the steps carefully to avoid rejection.

At the top of the form, you will see three options. Tick as per your case:

- Normal Dematerialisation – If you are converting your own physical shares into electronic form.
- Transmission-cum-Dematerialisation – If shares are being transferred due to the death of the holder and dematerialised at the same time.
- Transposition-cum-Dematerialisation – If the order of holder names on the physical certificate is different from the order in your Demat account.

Step 1: Leave Blank Section (For Depository Use Only)

- DRN, Date etc. → Do not fill.
- This part will be filled by Samco.

Step 2: Fill Your Account Details

- DP ID & Client ID (BO ID) → You need to fill this. It is a 16-digit number:
    - First 8 digits = DP ID
    - Last 8 digits = Client ID (BO ID) You can find this in your demat account details.
- Write Name of First Holder (as per Demat account).
- Fill Second / Third Holder only if applicable.

Step 3: Fill Company & Security Details

- Company Name – Mention the company name (e.g., Rajuri Steels & Alloys Pvt Ltd).
- ISIN – Write ISIN from the share certificate.
- Quantity – Write number of shares (in figures & words).
- Number of Certificates – Mention how many physical certificates you are giving.
- Nature of Securities – Tick as applicable: Free Securities → if shares are freely tradable. Lock-in Securities → if shares are under lock-in period.

Step 4: Select Type of Security

In this section, tick the type of security you are dematerialising:

- Equity (for shares)
- Debentures
- Bonds
- Mutual Fund Units
- Government Securities / Others

Face Value (e.g., ₹10): You can find this mentioned on your share certificate.

Step 5: Certificate Information

- Folio No. – From your share certificate.
- Certificate Numbers – Write certificate numbers as printed.
- Distinctive Numbers – Enter share distinctive numbers given in the certificate.
- Quantity – Number of shares covered in that certificate.

Step 6: Sign the Form

- First / Sole Holder → Sign as per Demat account records.
- Second / Third Holder → Sign if applicable.
- Sign in both places:
    - Signature with DP
    - Signature with RTA

Step 7: Participant Authorization

- Here, you need to write the ISIN of the security being dematerialised.
- The rest of this section will be filled by Samco (DP).
- It confirms that your certificates have been received and verified.

Documents to be Submitted Along with the Form

- For Normal Dematerialisation
    - Dematerialisation request form
    - Original Physical Share Certificates
- For Transmission-cum-Dematerialisation
    - Dematerialisation request form
    - Transmission-cum-Dematerialisation Form (separate)
    - Original Physical Share Certificates

    - Death Certificate Original or Notarized
- For Transposition-cum-Dematerialisation
    - Dematerialisation request form
    - Transposition-cum-Dematerialisation Form (separate)
    - Original Physical Share Certificates

To send all this documents please send it to the below address:

Samco Securities Limited
A-302, 3rd Floor, A Wing, Naman Midtown,
Senapati Bapat Marg, Prabhadevi (West),
Mumbai – 400 013, Maharashtra, India

SAMCO

Dematerialisation Request Form

☑ Normal Dematerialization ☐ Transmission-cum- Dematerialization
☐ Transposition-cum-Dematerialization

SAMCO SECURITIES LIMITED
1004 - A, 10th FLOOR, NAMAN MIDTOWN - A WING, SENAPATI BAPAT MARG, ELPHINSTONE ROAD, MUMBAI - 400 013
DEPOSITORY PARTICIPANT – CENTRAL DEPOSITORY SERVICES LTD
DP ID: 12054200 SEBI REGN NO. IN-DP-CDSL-443-2008

(To be filled up by the Depository Participant) (Keep it blank)

DRN		Date	D	D	M	M	Y	Y	Y	Y
DRF No.		Date	D	D	M	M	Y	Y	Y	Y

(To be filled by the BO. Please fill all the details in **BLOCK LETTERS** in English. Fill up a separate DRF for Free securities and Locked – in securities. In case of locked - in securities fill up a separate DRF for different lock-in reason / lock-in expiry dates.)

I / We request you to dematerialise the enclosed security certificate(s) registered in my / our name into my / our demat account.

DP ID	1 2 3 4 5 6 7 8
Client ID	1 2 3 4 5 6 7 8
Name of First Holder	Drashti · Bhatu
Name of Second Holder	
Name of Third Holder	
Name of the Company	Rajuri Steels & Alloys Pvt Ltd
ISIN	I N A 1 B C 1 2 3 4 5 6
Quantity to be Dematerialized (In Figures)	100
Quantity to be Dematerialized (In Words)	one hundred only
Number Of Certificates (in words)	One
Nature of Securities	☑ Free Securities ☐ Lock-in Securities
Lock-in reason	
Lock in Expiry Date	D D M M Y Y Y Y

Details of Securities:						
Type of Security	☑ Equity ☐ Debentures ☐ Bonds ☐ Units ☐ Other (Specify)					
Face Value of Securities	10					
	From	To	From	To	From	To
Folio No.	1					
Certificate Numbers	1					
Distinctive Numbers	1234567-1234567					
Quantity	100					

Attach an annexure (duly signed by account holder(s)) in the above format if the space is not sufficient.

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

	First / Sole Holder	Second Holder	Third Holder
Name	Drashti · Bhatu		
Signature with DP	drashti ·		
Signature with RTA	drashti ·		

Participant Authorization (From DP to RTA)

We have received the above-mentioned securities bearing ISIN INA1BC123456 for Dematerialisation. The Application form is verified with the Certificates / Documents surrendered for dematerialisation and we certify that the application form is in accordance with the details mentioned in the enclosed certificates / documents. It is also certified that the Holder(s) of securities have a beneficiary account with us in the same name(s) and order of name(s).

Depository Participant Seal and Signature