



Frequently Asked Questions for Transfer and Dematerialization of Shares of Sambhaav Media Limited

1. How do I transfer physical securities to my name?

You will have to

- execute an instrument of transfer which shall be in Form No. SH-4
- fill in the required details. Ensure that the Form SH-4 is duly signed by the transferor(s) and transferee(s) in the space indicated and that the signature(s) of the transferor(s) is witnessed.
- attach self-attested copy of the PAN Card of the transferor(s) as well as of the transferee(s)
- affix requisite stamp duty on the instrument of transfer.
- deliver the instrument of transfer along with the relevant securities to the Company's registrars **M/s MCS Share Transfer Agent Limited at 201, Shatdal Complex, Opp. Bata Show, Ashram Road, Ahmedabad - 380 006**; within 60 days from the date of its execution specified thereon

Blank transfer forms would be available with your local stockbroker / Stock Exchange. The same can also be downloaded from the website of the Company www.sambhaavnews.com.

2. What amount of stamp duty should I affix on the instrument of transfer?

For shares, stamp duty @ 0.25% of the market value or the consideration amount (whichever is higher) should be affixed on the instrument of transfer. The date taken for calculation of market value must be the same as the execution date mentioned on the instrument of transfer.

3. What are the benefits of Dematerialization of shares?

Shares held in **DEMAT** form have several advantages and helps to eliminate many problems that an investor has to face while dealing with the securities. They minimize paperwork that is involved with the ownership, trading, and transfer of securities. It facilitates faster transactions and makes trade of securities extremely convenient. There are a wide range of advantages associated with a **DEMAT** account such as: -

- The risks relating to physical certificates like loss, theft, forgery and damage are eliminated completely with a **DEMAT** account.
- The lack of paperwork enables quicker transactions and higher efficiency in trading including immediate transfer of shares and faster settlement cycle.
- Ease in portfolio monitoring
- The shares that are created through various corporate actions like mergers, demerger, sub divisions, consolidation etc. are credited automatically in the DEMAT account.
- There is no need to pay stamp duty on transfer of securities thereby bringing down the cost of transaction significantly.

4. How do I open an account with a Depository and will I be periodically informed about the movement in my electronic account?

You may open an account with a depository participant (**'DP'**) of your choice. As an investor you will interact with National Securities Depository Limited (NSDL) or Central Depository Services Limited (CDSL) through your Depository Participant. Your DP will allot you an account number which will serve as a reference for all your future dealings with them.

Your DP will update your account after each transaction, and would periodically furnish you with a statement of holding. You may verify this with them at the time of opening your electronic account.



5. How do I convert my physical certificates into an electronic holding? [Dematerialization]

To dematerialize your holding, you should first have an account with a DP of your choice. You may then hand over to your DP, the certificates along with the 'Dematerialization Request Form' (DRF). Only the securities registered in your name can be submitted for dematerialization. Your DP will then send the DRF and the certificates to the Registrar and Share Transfer Agents of the Company, MCS Share Transfer Agent Ltd. ('MCS STA') and an electronic request will also be sent through the NSDL/ CDSL network reconfirming the same. MCS STA will verify the documents and if found in order, the dematerialization request will be confirmed to NSDL/ CDSL who will in turn inform your DP. In the books of the Company, your folio with MCS STA will be debited and the account of NSDL/ CDSL will be credited in respect of such dematerialized securities. NSDL/ CDSL in their electronic records will credit the account of your DP who will then credit your account with the number of securities that have been dematerialized and the securities will thereafter be held in electronic form. This process would take approximately 15-20 days.

6. Will I continue to receive corporate benefits after dematerialization?

All the corporate benefits such as dividend, interest, bonus shares, rights shares etc. will be issued by MCS STA to the beneficial owners i.e. the account holders who hold the securities in electronic form.

The dividend/ interest amounts as and when declared/ issued will be sent to you/ your bankers directly. The entitlement of rights and bonus shares etc. wherever applicable, will be credited to the beneficiaries accounts as per the investors' option and the terms of the issue.

7. How do I trade (buy/ sell) in electronic form?

You may buy and sell securities in electronic form through the depository by co-coordinating with your broker and your DP. Such transactions would be simpler and faster. Payments for such transactions would be made in the same way as is done for physical certificates. Securities purchased in electronic form are credited to your account on the very next day of payout with no formalities of filling transfer deeds or applying to the Company for registration.

Such transactions are not routed through the Company and the debit/ credit takes place directly in the Depository System. However, corporate benefits would be paid to the person holding such securities on the Record date/ Book closure date as applicable which may please be noted.

8. How can I reconvert my electronic holding into paper/ physical form? [Rematerialization]

As per the existing guidelines, an investor can choose to reconvert his electronic holding into physical form at any time through his DP. On receipt of the rematerialization request along with the 'Remat Request Form' (RRF) the Company will issue fresh certificates.

9. Can I transfer my shares in physical form after December 05, 2018?

In terms of the amendment dated 08.06.2018 in SEBI (Listing Obligation and Disclosure Requirements) Regulation, 2015; w.e.f. 05.12.2018 except in the case of transmission and transposition of securities, transfer of shares shall not be processed unless they are in demat form with a depository. In view of this regulatory amendment it is advisable to dematerialize the securities as early as possible.

10. Can I hold my shares in physical form after December 05, 2018?

Shareholder can continue to hold shares in physical form also even after 05.12.2018, however cannot be transferred without dematerialization.



11. What if I still hold old share certificate of the Company bearing face value of Rs. 10/- per share?

You are advised to surrender old share certificate bearing face value of Rs. 10/- per share and exchange with new certificate bearing with face value of Re. 1/- per share. As the share capital of the Company has been subdivided from face value of Rs. 10/- per share into face value of Re. 1/- per share; share certificates bearing face value of Re. 1/- per share are only eligible for demat.
