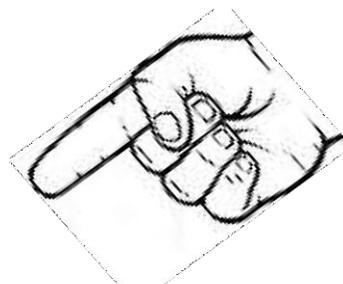


**If you STILL hold your TII shares in
physical/paper mode,
below information is for
your IMMEDIATE ATTENTION AND ACTION**



**SEBI restriction – Share transfer of physical shares of TII not possible;
shares to be in demat form only for transfer**

Securities and Exchange Board of India (SEBI) by Notification no. SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018 has amended Regulation 40 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. As per the amendment, no transfer of shares held in physical form by a shareholder is possible after 1st April, 2019. This restriction, however, shall not be applicable for transmission or transposition of shares.

Please therefore note, if you wish to transfer any shares of TII (or any company-listed or unlisted) you are holding in physical form, you will not be able to do it; you need to first dematerialize your shareholding by approaching your nearest Depository Participant. So, we request you kindly, in your own interest, to get your physical shares dematerialised at the earliest.

Your doubts answered below:

I don't have a demat account - How to open a demat account?



(Please see the procedure below)

Action 1:

You have to choose a Depository Participant (DP) to open your demat account. DP will have a license to do business and listed with either of National Securities Depository India Limited (NSDL) or Central Depository Services (India) Limited or both.

A list of all DPs is available on the websites of NSDL and CDSL. You can choose one suitable to you, nearer to your place so that co-ordination is easy for you. Click the link below for identifying the DP of your choice for opening a demat account:

<https://www.sebi.gov.in/sebiweb/other/OtherAction.do?doRecognisedFpi=yes&intmId=19>

*Alternatively please do not hesitate to choose and contact any office or branch of **KFin Technologies Limited** (TII's Registrar & Share Transfer Agents), which is nearer to you from the link below: they will guide you in choosing a DP:*

<https://mfs.kfintech.com/mfs/Generalpages/locateUs.aspx>

(or)

*of **Cholamandalam Securities Limited**, a renowned Depository Participant, part of the Murugappa Group like TII*

<http://www.cholamandalam.com/branch-locator.aspx>

Action 2:

Fill up the demat account opening form. Also, attach the documentary proof required by the DP for establishing your identity and address.

- For identity proof, the DP may ask for any of the following documents:
 - PAN card with a valid photograph with Aadhar card/Driving license/Voter Id/Passport copy
- For address proof, any of the following may have to be provided to the DP:
 - Driving license/Voter ID/Aadhar card/Passport/registered lease of the current house/Ration card/Insurance copy
 - Utility bills (not more than 3 months old) like electricity bill, telephone bill (landline only), or gas bill

The above is not a complete list of all acceptable documents for establishing your identity and address. You may obtain it from the DP chosen by you.

Action 3:

After you complete the above two steps, you will have to sign an agreement with your DP which provides information about the duties and rights of the DP and you. Please read the agreement thoroughly before signing it.

Action 4:

After the above formalities are fulfilled, the DP opens a demat account for you. You are provided with your demat account number, also called as BO ID (Beneficial Owner identification number).



I have a demat account - How to demat my physical/paper shares of TII?

(Please see the procedure below)

Action 1:

Surrender your physical/paper share certificate(s) of TII together with the Dematerialisation Request Form (DRF) to the Depository Participant (DP) with whom you are already holding a demat account. Please note all joint holders under the demat account have to sign the DRF.

Action 2:

DP will deface your share certificate(s) and record the request for dematerialisation in the Depository system after verification.

Action 3:

Your DP submits the share certificate(s) along with the DRF to TII's Registrar & Transfer Agent viz., KFin Technologies Ltd (KFin).

Action 4:

KFin sends an acknowledgement letter to your DP confirming receipt of your dematerialisation request.

Action 5:

After verifying your dematerialisation request, KFin processes and confirms the same in the Depository System and updates all relevant records.

If there is any discrepancy in the dematerialisation request, KFin sends an appropriate communication to your DP, with copy marked to you for rectifying such discrepancy.

Action 6:

On confirmation of the dematerialisation request by KFin, the shares are credited to your demat account electronically through the Depository System.

Action 7:

KFin sends you a letter informing you about dematerialisation of your TII shares.

Action 8:

You also get intimation from your DP about credit of the shares to your demat account.

Please act early to demat your physical/paper shares to avoid any inconvenience in future when you want to transfer the TII shares.