

# AVAILABLE FINANCE LIMITED



## ATTENTION SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM

Dear Shareholder(s),

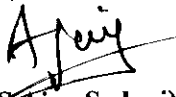
With reference to the SEBI Notification No. SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018 and BSE circular No. LIST/COMP/15/2018-19 dated July 5, 2018 transfer of securities shall not be processed (except transmission or transposition of securities) beyond December 5, 2018 unless securities are held in dematerialized form. All the listed companies are directed to place the information prominently on their website intimating the investors about the proposed change and provide appropriate guidance on how to dematerialize their shares.

Dematerialization is the process where the client holds security electronically and all the barriers relating to holding of physical securities are eliminated. Hence, you are requested to dematerialize your securities on or before December 5, 2018.

### **To dematerialize the securities following procedure need to be followed:**

1. Submit the dematerialization request form (DRF) (in triplicate) to your depositories duly filled in and signed by all the shareholders (in case of Joint Holding), along with share certificate(s) and necessary documents. Ensure that the names and order of names as per certificate(s) matches with the names and order of the names as per the depositories account.
2. Obtain an acknowledgement from depositories.
3. On receipt of DRF, the depositories will generate a dematerialization request number (DRN), which is electronically transmitted to the Registrar & Share Transfer Agents (RTA) through the concerned Depository.
4. Simultaneously, the depositories will send the physical certificate(s) with the original DRF to the RTA for verification and confirmation.
5. The RTA, on receipt of DRF and share certificate(s) will process the request. If the DRF is found to be in order, i.e. verified signature and certificate(s), then it will electronically confirm the request.
6. The depositories on receipt of such confirmation, will credit the account with the shares dematerialized.
7. The depositories will hold the shares in the dematerialised form thereafter on the shareholders behalf.

By the order of the Board  
For, Available Finance Limited

  
(CS Ajay Sodani)  
Compliance Officer



Date: 19/07/2018  
Place: Indore