

RESTRICTION ON TRANSFER OF PHYSICAL SHARES & PROCEDURE FOR DEMAT OF SHARES

Amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 with respect to mandatory dematerialization for transfer of securities

The amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide Gazette notification dated 8th June, 2018 has mandated that transfer of securities would be carried out in dematerialized form only. According to the Circular, request for effecting transfer of securities shall not be processed unless the securities are held in the Dematerialized form with the depository with effect from 5th December, 2018. Therefore Registrars and Transfer Agent and Company will not be accepting any request for transfer of shares in physical form with effect from 5th December, 2018. This restriction shall not be applicable to the request received for transmission or transposition of physical shares.

Shareholders are accordingly requested to get in touch with any Depository Participant having registration with SEBI to open a Demat account. You may also visit web site of depositories viz. NSDL or CDSL for further understanding about the demat procedure.

NSDL website: <https://nsdl.co.in/faqs/faq.php> (dematerialization)

CDSL website: <https://www.cdslindia.com/investors/open-demat.aspx>

Shareholders, holding shares in physical form are requested to arrange the dematerialization of the said shares at earliest to avoid any inconvenience in future for transferring those shares.

The key steps involved in dematerializing shares are:

1. Open a demat account with a Depository Participant (DP).
2. Submit physical share certificate(s) to the DP along with a Demat Request Form (DRF).
3. DP would inform the Depository (NSDL or CDSL) regarding the demat request.
4. The DP would thereafter submit the share certificate(s) along with DRF to the Registrar of the Company.
5. The Registrar would validate the documents and convey Acceptance/Rejection of the demat request to the concerned Depository.

6. Upon successful dematerialization of the share(s), the Registrar would update the Registrar of Members.
7. The concerned Depository would also update its record and inform the DP.
8. The DP would then credit the share(s) into the demat account of the investor.

For any assistance in the matter, you may please communicate with.

Ms. Namrata Vanamala
Company Secretary and Compliance Officer
Polo Queen Industrial and Fintech Limited
304, A to Z Industrial Estate,
G. K. Marg, Lower Parel(W),
Mumbai- 400 013
Tel: 022 24935421
Fax: 022 24935420
Email: info@poloqueen.com

Company's Registrar & Share Transfer Agents at:

Satellite Corporate Services Private Limited
Unit. No 49, Building No. 13 AB, 2nd Floor,
Samhita Commercial Co-Op Society Ltd,
Off Andheri Kurla Road, MTNL Lane,
Sakinaka, Mumbai - 400072.
Tel: 022 28520461/62
Fax: 022 28511809
Email: service@satellitecorporate.com