



MONOTYPE INDIA LIMITED

ATTENTION

TRANSFER OF SHARES ONLY IN DEMATERIALIZED FORM

Effective April 01, 2019, the shares of the Company can be transferred only in dematerialized form as per notification dated 03rd December, 2018 issued by Securities and Exchange Board of India ("SEBI"). This provision is not applicable for transmission and transposition of securities.

In view of above, Shareholders holding shares in physical form are requested to dematerialize their shareholding in the company at the earliest. For ease of reference, the procedure of dematerialisation of shares is provided herein below.

PROCEDURE FOR DEMATERIALIZATION OF SHARES

- The registered owner (shareholder) needs to submit a request to the concerned Depository Participant (DP) in the Dematerialisation Request Form (DRF) for dematerialisation, along with the certificates of shares to be dematerialised.
- The DP will deface the certificates by writing "SURRENDERED FOR DEMATERIALIZATION".
- The DP will verify the DRF and certificates and issue an acknowledgement slip, duly signed and stamped, to the shareholder.
- The DP will thereafter scrutinize DRF and certificates. In case the DRF/certificates are not in order, the same will be returned to the shareholder for removing deficiencies. In case DRF/certificates are in order, the details mentioned in the DRF and certificates will be entered in the software system/internet application provided by the Depository and a Dematerialisation Request Number (DRN) will be generated.
- The DRF, with the DRN mentioned on it, will then be released electronically to the company/Registrars and Transfer Agents of the company (RTA). The DP will also despatch the certificates along with the DRF to the company/RTA for verification and approval.
- The company/RTA will, after due verification of DRF and certificates, confirm acceptance of the request for dematerialisation in the necessary software system/internet application.
- The Depository's software system will then electronically create and credit appropriate number of shares in the shareholder's demat account.
- The DP will inform the shareholder of the changes in the shareholder's demat account following the confirmation of the DRF.

(CIN: L72900MH1974PLC287552)

Regd. Office: 602, 6th Floor, Raheja Chambers, 213 Nariman Point, Mumbai – 400 021
E-mail id: monotypeindialtd@gmail.com; Web: www.monotypeindia.in;
Tel.: 022-40068190



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- The company/RTA may reject dematerialisation request in some cases and will send an objection memo to the DP, with or without DRF and certificates depending upon the reason for rejection.

The process of dematerialisation is completed within 21 days from the date of submission of a valid dematerialisation request.

For any queries, Shareholders may contact the Company/our RTA at the following address:

The Company Secretary
Monotype India Limited
602, Raheja Chambers,
213 Nariman Point,
Mumbai – 400 021
Tel.: 022 40068190/91
Email id.: monotypeindialtd@gmail.com

NICHE TECHNOLOGIES PVT. LTD.
(Registrar & Share Transfer Agent (RTA))
3A, Auckland Place,
7th Floor, Room No. 7A & 7B,
Kolkata – 700017
Phones: (033) 2280 6616/6617/6618
Email id. : nichetechpl@nichetechpl.com
Website : <https://www.nichetechpl.com>

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