

(To Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/xx, 2022 on simplification of procedure and standardization of formats of documents for transmission of securities)

RTA / ISSUER COMPANY NAME AND ADDRESS

Name:  
Address:

Date:

Dear Sir/Madam,

LETTER OF CONFIRMATION

Sub: Issuance of Securities in dematerialized form in case of Investor Service Request

Name of the Company: \_\_\_\_\_

We refer to the request received from you for issuance of securities in your name. We would like to inform you that the request has been approved as details below:

Name of 1st holder & PAN	
Name of 1st Joint holder & PAN	
Name of 2nd Joint holder & PAN	
Number of securities	
Folio Number	
Certificate number	
Distinctive number	
Lock-In	Yes or No If yes, lock-in from ___/___/___ till ___/___/___ (DD/MM/YYYY)

As you may be aware, SEBI vide Gazette Notification No. SEBI/LAD-NRO/GN/2022/66 dated January 24, 2022, has mandated that the securities that are issued pursuant to investor service request shall henceforth be issued in demat mode only hence the security certificates (wherever applicable) are retained at our end.

Accordingly, within 120 days of this letter, please request your Depository Participant (**DP**) to demat these securities using the Dematerialized Request Form (**DRF**). Please fill the DRF with the details mentioned in this letter, sign it and present this letter in original to your DP along with the DRF for enabling your DP to raise a Demat Request Number (**DRN**). In case you do not have a demat account, kindly open one with any DP. Please note that you can open Basic Service Demat Account at minimal / nil charges.

Please note that **this letter is valid only for a period of 120 days** from the date of its issue within which you have to raise demat request with DP as above. Any request processing demat after the expiry of aforesaid 120 days will not entertained as per the operating guidelines issued by SEBI, the subject securities shall be transferred to a Suspense Escrow Demat Account of the Company.

Thanking you,

Yours faithfully,  
For \_\_\_\_\_ RTA  
Authorized Signatory