

DEMATERIALIZATION OF PHYSICAL SHAREHOLDING IN
UTI ASSET MANAGEMENT COMPANY LIMITED

We have noted that some of the shareholders are holding equity shares of UTI Asset Management Company Limited (the Company) in physical form.

The shares held in the dematerialized form has several benefits which *inter - alia* includes the following:

1. Elimination of risks associated with physical certificates such as loss, theft, mutilation, fraud etc.
2. The procedural requirements of transmission of holdings of the deceased member becomes easy.
3. The transfer of shares of public companies is allowed only in dematerialised form pursuant to Rule 9A of the Companies (Prospectus and Allotment of securities) Rules 2014.

We would like to inform that SEBI has, *vide* its circulars no. [SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655](#), [SEBI/HO/MIRSD/MIRSD_RTAMB-P/CIR/-2021/687](#) and [SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37](#) dated 3rd November, 2021, 14th December, 2021 and 16th March, 2023 respectively, mandated the physical shareholders:

- (a) to furnish / update PAN, email address, postal address, mobile number, bank account details, nomination details and signature; and
- (b) to ensure that his / her PAN is linked to Aadhaar to avoid freezing of their folio(s).

Further, the above SEBI circulars also provides as under:

- (a) Folios wherein PAN, KYC, nominations etc. are not available on or after 1st October, 2023, shall be frozen and the shareholder will not be eligible to lodge grievance or avail service request from the Registrar & Share Transfer Agent (RTA) until the said documents / details are furnished and any payment including dividend, interest or redemption payment of such frozen folios shall be processed only through electronic mode *w.e.f.* 1st April, 2024; and
- (b) After 31st December, 2025, the frozen folios shall be referred to by RTA / the Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and / or Prevention of Money Laundering Act, 2002.

The physical shareholders are requested to update the KYC details, if not yet updated, with the Registrar and Share Transfer Agent of the Company by submitting the applicable forms along with the supporting documents.

Further, SEBI has, *vide* its circulars no. [SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2022/8](#) dated 25th January, 2022 and [SEBI \(Listing Obligations and Disclosure Requirements\) \(Amendment\) Regulations, 2022](#), mandated Company / RTA to issue the securities in dematerialized form only while processing the following service requests:

- a. Issue of duplicate securities certificate;
- b. Claim from unclaimed suspense account;
- c. Renewal / exchange of securities certificate;
- d. Endorsement;
- e. Sub-division / splitting of securities certificate;
- f. Consolidation of securities certificates / folios;
- g. Transmission; and
- h. Transposition.

The brief procedure for dematerialization of shares is as under:

1. A shareholder will have to first open a demat account and then request for dematerialization of the shares by filling up a Dematerialisation Request Form (**DRF**), which is available with the Depository Participant (**DP**) and submit the same together with the original physical certificates.
2. The DP will send an electronic request through the Depository (**NSDL** or **CDSL**) to the RTA and simultaneously, the DP will forward the DRF and the share certificate(s) to the RTA with a request letter to confirm the demat request.
3. After verifying the documents and the shareholder signature(s), RTA will confirm the demat request to the Depository.
4. On receiving the confirmation from the Depository, the DP will credit the shares to the shareholder(s) demat account.
5. In case of mismatch of name / signature, the shareholder will be required to submit a declaration in the respective ISR Form along with the supporting documents.

The ISR forms can also be downloaded from the website of the Company and of the RTA at www.utimf.com and <https://ris.kfintech.com> respectively.

In case of any query, please feel free to contact the RTA at:

KFin Technologies Limited

Selenium Tower B Plot 31 & 32

Financial District Nanakramguda Serilingampally Mandal

Hyderabad - 500 032 Telangana.

Toll Free / Phone Number: 1800 309 4001

WhatsApp Number: (+91) 910 009 4099

E-mail id: einward.ris@kfintech.com

Website: <https://www.kfintech.com> or <https://ris.kfintech.com>

Investor Support Centre (DIY Link): <https://ris.kfintech.com/clientservices/isc>

KPRISM (Mobile Application): <https://kprism.kfintech.com/>

Further, pursuant to Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with SEBI circulars no. [SEBI/HO/CFD/SSEP/CIR/P/2022/48](#) and [SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/76](#) dated 8th April, 2022 and 30th May, 2022 respectively, the stock exchanges have set up the arbitration mechanism for resolution of disputes between the listed company and its shareholder(s) pertaining to or emanating from investor services such as transfer / transmission of shares, demat / remat, issue of duplicate shares, transposition of holders *etc.* and investor entitlements like corporate benefits, dividend, bonus shares, rights entitlements, credit of securities in public issue, interest / coupon payments on securities *etc.* ***The arbitration mechanism shall be initiated post exhausting all actions for resolution of complaints including through SCORES Portal.***

Accordingly, if any physical shareholder have any dispute against the Company and / or the RTA on delay or default in processing their request, they can file for arbitration with stock exchanges post exhausting all actions for resolution of complaints. For more details, they may refer the below web links of the stock exchanges to access their arbitration portal:

Stock Exchanges	Web link for arbitration portal
National Stock Exchange of India Limited	http://tiny.cc/s1l2vz
BSE Limited	http://tiny.cc/m1l2vz

The physical shareholders are also encouraged to dematerialize the equity shares.

The aforementioned SEBI Circulars / notification can be accessed at:

Date	Circular No.	Subject	Web-link
3 rd November, 2021	SEBI/HO/MIRSD/MIRSD_RTAMB/ P/CIR/2021/655	Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination	Click-here
14 th December, 2021	SEBI/HO/MIRSD/MIRSD_RTAMB/ P/CIR/2021/687	Clarifications with respect to Circular dated November 03, 2021, on 'Common and simplified norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination'	Click-here
25 th January, 2022	SEBI/HO/MIRSD/MIRSD_RTAMB/ P/CIR/2022/8	Issuance of Securities in dematerialized form in case of Investor Service Requests	Click-here
8 th April, 2022	SEBI/HO/CFD/SSEP/CIR/P/2022/48	Standard Operating Procedures (SOP) for dispute resolution available under the stock exchange arbitration mechanism for disputes between a listed company and its shareholder(s)/ investor(s)	Click-here
30 th May, 2022	SEBI/HO/MIRSD/MIRSD_RTAMB/ P/CIR/2022/76	Standard Operating Procedures (SOP) for dispute resolution under the Stock Exchange arbitration mechanism for disputes between a Listed Company and / or Registrars to an Issue and Share Transfer Agents (RTAs)and its Shareholder(s) / Investor(s)	Click-here
14 th November, 2022	SEBI (Listing Obligations and Disclosure Requirements) (Amendment) Regulations, 2022		Click-here
16 th March, 2023	SEBI/HO/MIRSD/MIRSD-PoD-1/ P/CIR/2023/37	Common and simplified norms for processing investor's service requests by RTAs and norms for furnishing PAN, KYC details and Nomination	Click-here
