



VENLON ENTERPRISES LTD.

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Procedure For Dematerialisation of Shares

Securities Exchange Board of India (Sebi) by its circular No. LIST/Comp/15/2018 dated July 05, 2018 Gazetted on June 08, 2018 has mandated that shareholders holding shares in physical form should dematerialise them and from Dec 05, 2018 transfers to be lodged in dematerialized form only.

Procedure to dematerialise shares is as follows :

1. Take xerox copy of both front and back of share certificate. Preserve it.
2. Please approach a Depository Participant (DP) nearest to you whether affiliated to M/s Central Depository Services (India) Ltd. Or M/s National Securities Depository Ltd. and hand over the original Certificate under DRF (Dematerialisation Request Form) which will be provided by them. Acknowledgment for receipt of original will be issued by DP.
3. Between the DP and Company's Registrar and Transfer Agent (RTA) M/s Computech Sharecap Ltd., 147, III Floor, M.G. Road, Mumbai-400 001, certain Corporate action takes place, which per Sebi directions gets completed in 15 days.
4. Thereafter the DP opens a BO (Beneficial Owner) account and allots a number called DPID client ID (which denotes the Depository with which you are associated and your account Number) and will handover trading Booklet for trading.
5. Documents required will be advised by DP. Nominal folio charges as approved by Sebi will be charged by DP.

Thereafter per go green initiative of Govt. of India your will receive Audited annual Reports and other intimations to your mail ID lodged with DP.

Being a statutory requirement physical shareholders are advised to take immediate action.

C.D. Datwani
Chairman & Managing Director