



## **HIRA FERRO ALLOYS LIMITED**

Registered Office: 567B, Urla Industrial Area, Urla, Raipur, Chhattisgarh  
Corporate Office: Hira Arcade, Near New Bus Stand, Pandri, Raipur, Chhattisgarh  
Contact no. 0771-4082746 Fax: 0771-4057601  
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### **REQUEST TO THE SHAREHOLDERS OF THE COMPANY WHO ARE HOLDING SHARES IN PHYSICAL MODE FOR CONVERSION OF THEIR PHYSICAL SHARES CERTIFICATE INTO DEMAT MODE AND UPDATE THEIR PAN AND BANK DETAILS ETC.**

Pursuant to the Notification G.S.R 853(E) dated September 10, 2018, the Ministry of Corporate Affairs (MCA) has mandated to hold securities in dematerialized mode for the purpose of effecting transfer of securities or subscribing to additional/ new securities, w.e.f. October 2, 2018.

Accordingly, the member is hereby requested to convert their shares from physical to Demat form at the earliest, in order to comply with the above provisions. The shareholder(s) who are not having DEMAT Account may open a DEMAT account with a Depository Participant (DP), registered with National Securities Depository Limited (NSDL) or with Central Depository Services Limited (CDSL). For the purpose of dematerialization, you are requested to contact your Depository Participant (DP) with whom you have opened your Demat Account and thereafter you may dematerialized your shares with the ISIN - INE573I01011 of the Company.

You may access FAQ on Transfer and Dematerialization of Shares from the link mentioned at NSDL <https://nsdl.co.in/services/demat.php> and CDSL <https://www.cdslindia.com/investors/q-and-a.html>

We also request you to complete the below mentioned documents / formalities and submit to the RTA immediately on receipt of this letter:

1. Self-attested copy of PAN Card of all the holders. In case of residents of Sikkim, please provide valid Identity proof issued by Government;
2. Original cancelled Cheque leaf with name (if name is not printed, self-attested copy of the pass book first page);
3. Address proof: Aadhaar card or Passport or Utility bills like Telephone Bill, Electricity Bill, Gas Bill not more than 3 months old.

We further request the members to kindly update their email Ids and contact number to obtain faster, accurate and complete communications from the Company.

In this connection, the company/RTA has sent letters to the shareholders, who are holding shares in physical mode.

In order to give effect to the above, the shareholders who hold physical shares certificate are requested to:

1. dematerialize your physical shares certificate as the Company shall not be able to entertain any request for transfer of securities in physical form after 2<sup>nd</sup> October, 2018 and,
2. Update your PAN & Bank Accounts details with M/s Link Intime India Private Limited, C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai – 400083, Contact No. 022 - 4918 6270 Toll-free number : 1800 1020 878 and email at [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in).

Please note that if you have already forwarded the details/documents and/or dematerialized shares, please ignore this communication.