

Bhatkawa Tea Industries Limited

CIN – L01132WB1911PLC002077

Registered Office: Nicco House, 6th Floor, 2, Hare Street, Kolkata-700 001

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RESTRICTION ON TRANSFER OF PHYSICAL SHARES AND PROCEDURE FOR DEMATERIALISATION OF SHARES.

Amendment to Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations) with respect to mandatory dematerialization for transfer of securities

SEBI has vide gazette notification dated June 8, 2018, has mandated that transfer of securities would be carried out in dematerialized form only by making an amendment in Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Regulation”) which has come into effect from **December 5, 2018**.

Accordingly, the shareholders holding shares in physical form, in their own interest, are hereby requested to take necessary steps to dematerialise their shares as soon as possible. The amendment does not impact the shareholders requests for transmission or transposition of securities held in physical mode.

In order to get the physical share certificate dematerialized, the shareholders may follow the steps mentioned below:

1. For shareholder(s) not having Demat Account:

The shareholder(s) is/are required to approach any nearby Depository Participant (DP-NSDL Only)) and open a Demat Account with a DP in the same name(s) and style in which the shareholder(s) hold shares in Bhatkawa Tea Industries Limited After opening of the Demat Account, shareholder(s) has to surrender the Original Share Certificate(s) along with duly filled in and signed Demat Request Form (DRF) to the DP, who will verify the same and forward to the Company’s RTA, i.e. S.K. Infosolutions Pvt. Ltd. The RTA of the Company will scrutinize/verify the DRF including genuineness of the certificates and, if found in order, the shares will be dematerialized and equivalent number of shares will be credited to the Demat account of the shareholder(s) by the RTA.

2. For shareholder(s) already having Demat Account:

The shareholder(s) who already have the Demat Account are required to check whether the existing Demat Account is in the same name(s) and style as per the shareholding in Bhatkawa Tea Industries Limited . If yes, shareholder(s) has to submit duly filled in and signed DRF along with original share certificate(s) to the DP(NSDL DP Only) for dematerialization of shares. DP will verify the same and forward to the Company’s RTA, i.e. S. K. Infosolutions Pvt. Ltd. The RTA of the Company will scrutinize/verify the DRF including genuineness of the certificate(s)and, if found in order, the share(s) will be dematerialized and equivalent number of shares will be credited to the Demat account of the shareholder(s) by the RTA.

If the existing Demat Account is not in the same order of name(s) and style as the shareholding in Bhatkawa Tea Industries Limited (vide the ISIN NO INE794101013), the shareholder(s) is/are required to approach his/her DP for necessary correction and guidance. We request you to convert your shareholding from physical to Demat form at the earliest in view of the above circular

In case, if you have any queries or need assistance in this regard, please contact our RTA M/s. S. K. Infosolutions Private Limited at: **M/s. S. K. Infosolutions Pvt. Ltd.**, D/42 Katju Nagar, Ground Floor, Jadavpur, Kolkata- 700 032, Tel: (033) 24120027 & 24120029 Email: skcdilip@gmail.com, contact@skcinfo.com

We request your cooperation in this regard.

Thanking You.

Yours Faithfully,
For **Bhatkawa Tea Industries Limited**

Sd/-
Dharini Mehta
Company Secretary and Compliance Officer

Note: Please mention DP ID/ CL ID or Folio number in all future communication