

- **Open a Demat account with a Depository Participant (DP).**
- **Surrender physical share certificates to DP along with duly filled and signed Demat request form.**
- **DP intimates to the Depository (NSDL/CDSL) regarding Demat Request.**
- **DP submits the certificates alongwith Demat Request Form to RTA, M/s MCS Share**

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110020**

- **RTA confirms the dematerialisation request from depository**
- **After dematerialising the certificates, registrar update records.**
- **Depository updates its records and informs the DP**
- **DP updates the demat account of the investor**