

- 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 along with Demat Request Form to
RTA, M/s MCS Share Transfer Agent Ltd.,
F-65, Okhla Industrial Area, Phase – I, New Delhi 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