



Riba Textiles Limited

Regd. Office: DD-14, Nehru Enclave, Opp. Kalkaji Post Office, New Delhi-110019

CIN: L18101DL1989PLC034528

Tel No. 011-26236986 Fax No. 011-26465227

Email: company.affairs@ribatextiles.com Website: www.ribatextiles.com

July 08 , 2018

Dear Members,

This is to inform you all that **SEBI has mandated that transfer of securities would be carried out in dematerialized form only**, as per amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide Gazette notification dated June 8, 2018 .

The aforesaid BSE Circular may be accessed at
<https://www.bseindia.com/corporates/Displaydata.aspx?Id=cd22b184-1153-4b05-8ad9-d04699161f89&Page=cir>

All members are requested to take note of above and comply accordingly.

Reminders regarding the amendments are also being sent to you, you are requested kindly respond to the reminders and provide the necessary information/ desirable documents to Company's Registrar & Share Transfer Agent (RTA) within the prescribed time

Members may also contact to our RTA –

BEETAL Financial & Computer Services Pvt Ltd.
BEETAL HOUSE, 3rd Floor,
99, Madangir, behind LSC, New Delhi - 110062
Ph. 011-29961281-283 Fax 011-29961284

The general steps involved in Dematerialization of shares are as follows:

- **Step 1:** Beneficiary Owner (BO) has to open a demat account with a Depository participant (DP) and obtain an account number.
- **Step 2:** BO need to fill in a Demat Request Form (DRF) and submit the same with the physical certificate/s to the depository participants for dematerialization. For each ISIN, a separate DRF has to be used. If the BO has free as well as

lock-in shares of the same ISIN, separate demat request has to be set up for free shares and lock-in shares.

- **Step 3:** DP would verify that the DRF has been filled correctly.
- **Step 4:** DP would setup a demat request on the CDSL or NSDL system and send the same to the Company and the Registrar and Transfer Agent.
- **Step 5:** Issuer/ Registrar and Transfer Agent (RTA) would verifies the genuineness of the certificates and confirms the request.
- **Step 6:** Once the request has been successfully made, DP would deface and mutilate the physical certificates, generate a Demat Request Number (DRN) and send an electronic communication to the depository and courier the DRF and the share certificate to the company by courier.
- **Step 7:** On receiving confirmation, depository will credit an equivalent number of securities in the demat account of the BO maintained with CDSL or NSDL.
- **Step 8:** The depository will electronically download the details of the demat request and communicate the same to the electronic registry maintained by the Registrar of Companies.

You may kindly note that in case we do not receive any response from your side, any future transactions in your shares like transfer, transmission, issue of duplicate share certificates etc., and shall be subject to the provisions of SEBI LODR, Companies Act, 2013 or any other law as applicable. Therefore you are advised to take a prompt action regarding it.

Thanking you,

Yours faithfully,

For Riba Textiles Limited

sd/-

Ravinder Garg

(Chairman & Whole-time Director)

DIN: 00202164



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