



आईटीआई लिमिटेड

पंजीकृत एवं निगमित कार्यालय  
आईटीआई भवन, दूरवाणी नगर  
बेंगलूरु-560 016

ITI LIMITED

Registered & Corporate Office  
ITI Bhavan, Dooravani Nagar  
Bengaluru – 560 016

Ref: K/953/InvSer/2022

Date: 03.02.2021

**Kind Attention: Shareholders**

**Sub: Issuance of Securities in dematerialized form in case of Investor Service Requests**

Pursuant to Securities and Exchange Board of India (SEBI) Circular SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated 25<sup>th</sup> January 2022, we wish to bring to your attention the following:

- SEBI has made it mandatory for listed companies to issue securities in dematerialized form only while processing the following Investor Service Requests:
  - i. Issue of duplicate securities certificate;
  - ii. Claim from Unclaimed Suspense Account;
  - iii. Renewal / Exchange of securities certificate;
  - iv. Endorsement;
  - v. Sub-division / Splitting of securities certificate;
  - vi. Consolidation of securities certificates/folios;
  - vii. Transmission;
  - viii. Transposition;
- The securities holders are required to submit duly filled up Form ISR-4 (available on the website) along with documents and details specified therein, while submitting request for the above mentioned Investor Services.
- Upon due verification and processing of service request, the securities holder will be issued a 'Letter of confirmation' in lieu of their physical securities certificate(s).
- The 'Letter of Confirmation' will be valid for 120 days from the date of its issuance within which the securities holder is required to make a request to their Depository Participant (DP) for dematerialization of their securities.
- In case the security holder fails to submit the dematerialization request within the above mentioned time, their securities will be credited to the Suspense Escrow Demat Account of the Company.

All the shareholders holding shares in physical mode are requested to take note of the above.

In case of any queries, kindly contact M/s. Integrated Registry Management Services Private Ltd., the Registrar and Share Transfer Agent of the Company.

Thanking you

Yours faithfully

For **ITI Limited**

Sd/-

S Shanmuga Priya

**Company Secretary**

Encl: as above