



Motherson Sumi Systems Limited

CIN - L34300MH1986PLC284510

Regd. Office:- Unit 705, C Wing, ONE BKC, G Block, Bandra Kurla Complex, Bandra East,
Mumbai – 400051

ATTENTION

Transfer of shares only in dematerialised form

Effective December 5, 2018, the shares of the Company can be transferred only in dematerialised form, as per notification issued by SEBI.

With a view to facilitate seamless transfer of shares in future and as advised by the Stock Exchanges, shareholders holding shares in physical form are requested to dematerialise their shareholding in the Company.

Such shareholders may, accordingly, get in touch with any Depository Participant having registration with SEBI to open a demat account or alternatively, contact Karvy at its below given address or may write to Company at investorrelations@motherson.com.

Karvy Computershare Private Limited

Karvy Selenium Tower B,
Plot 31-32, Gachibowli Financial District, Nanakramguda,
Hyderabad – 500 032
Tel: +91-40-67161577 Fax: +91-40-23001153

For ease of reference, the procedure of dematerialisation of shares is also provided herein below.



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List of Investor Service Centres of Karvy

Sl. No.	City	Address	Phone No. 1	Phone No. 2
1	Ahmedabad	201/202 Shail Complex, Opp. Madhusudan House, B/H Girish Cold Drink, Off C G Road, Navrangpura, Ahmedabad, Gujarat 380006	9081903022	-
2	Bangalore	59, Skanda Puttanna Road, Basavanagudi, Bangalore, Karnataka 560004	080-26602852	080-26609625
3	Baroda	203, Corner Point, Jetalpur Road, Baroda, Gujarat 390007	0265-2353506	0265-2353507
4	Chennai	F-11, Akshaya Plaza, 1St Floor, 108, Adhithanar Salai, Egmore, Opp. to Chief Metropolitan Court, Chennai, Tamil Nadu 600002	044-42028512	044-42028513, 044-42028858
5	Cochin	Ali Arcade, 1St Floor, Kizhavan a Road, Panampilly Nagar, Near Atlantis Junction, Ernakulam,	0484 - 4025059	-

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		Kerala 682036		
6	Hyderabad	Karvy Selenium Tower B, 6th Floor Plot 31- 32, Gachibowli, Financial District, Nanakramgud a, Hyderabad, Telangana 500032	040-67161700	1800 425 8998
7	Jaipur	S16/A IIIrd Floor, Land Mark Building, Opp Jai Club, Mahaver Marg, C Scheme, Jaipur, Rajasthan 302001	0141- 4167715/17	-
8	Jamnagar	136-137-138, Madhav Palaza, Opp. SBI Bank, Nr. Lal Bunglow, Jamnagar, Gujarat 361001	0288-3065810	0288-2558887
9	Kanpur	15/46, B, Ground Floor, Opp. Muir Mills, Civil Lines, Kanpur, Uttar Pradesh 208001	7518801824	-
10	Kolkata	Apeejay House (Beside Park Hotel) C Block, 3rd Floor, 15 Park Street,	033-66285900	-



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		Kolkata, West Bengal 700016		
11	Lucknow	Ist Floor, A. A. Complex, 5, Park Road, Hazratganj, Thaper House, Lucknow, Uttar Pradesh 226001	7518801830	0522-2236819/3213 115
12	Mumbai	24/B, Raja Bahadur Compound, Ambalal Doshi Marg, Behind BSE Bldg., Fort, Mumbai, Maharashtra 400001	022-66235353	-
13	New Delhi	305, New Delhi House, 27, Barakhamba Road, New Delhi 110001	011- 43681700	-
14	Pune	Mozaic Bldg, CTS No.1216/1, Final Plot No. 576/1 TP, Scheme No. 1, F C Road, Bhamburda, Shivaji Nagar, Pune, Maharashtra 411004	020-66496700 / 66496701	-
15	Rajkot	302, Metro Plaza, Near Moti Tanki Chowk, Rajkot, Gujarat 360001	9081903025	-

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16	Surat	Office no: 516, 5th Floor, Empire State Building, Near Udhna Darwaja, Ring Road, Surat, Gujarat 395002	0261-2311100 / 2339100	0261-2339100
17	Vijayawada	39-10-7, Opp : Municipal Water Tank, Labbipet, Vijayawada, Andhra Pradesh 520010	0866- 6604032/39/40	-

PROCEDURE FOR DEMATERIALISATION OF SHARES

- The registered owner (shareholder) needs to submit a request to the concerned Depository Participant (DP) in the Dematerialisation Request Form (DRF) for dematerialisation, along with the Original share certificate, attested copy of pan card.
- The shareholder/DP will deface the certificates by writing "SURRENDERED FOR DEMATERIALISATION".
- The DP will verify the DRF and certificates and issue an acknowledgement slip, duly signed and stamped, to the shareholder.
- The DP will thereafter scrutinize DRF and certificates. In case the DRF/certificates are not in order, the same will be returned to the shareholder for removing deficiencies. In case DRF/certificates are in order, the details mentioned in the DRF and certificates will be entered in the software system/internet application provided by the Depository and a Dematerialisation Request Number (DRN) will be generated.

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- The DRF, with the DRN mentioned on it, will then be released electronically to the company/Registrars and Transfer Agents of the company (RTA). The DP will also despatch the certificates along with the DRF to the company/RTA for verification and approval.
- The company/RTA will, after due verification of DRF and certificates, confirm acceptance of the request for dematerialisation in the necessary software system/internet application.
- The Depository's software system will then electronically create and credit appropriate number of shares in the shareholder's demat account.
- The DP will inform the shareholder of the changes in the shareholder's demat account following the confirmation of the DRF.
- The company/RTA may reject dematerialisation request in some cases and will send an objection memo to the DP, with or without DRF and certificates depending upon the reason for rejection. The DP/shareholder has to remove reasons for objection within 15 days of receiving the objection memo. If the DP/shareholder fails to remove the objections within 15 days, the company/RTA may reject the request and return DRF and accompanying certificates to the DP. The DP, if the shareholder so requires, may generate a new dematerialisation request and send the certificates again to the company/RTA for dematerialisation. No fresh request can be generated for the same securities until the company/RTA has rejected the earlier request and informed the Depository and DP about it.

The process of dematerialisation is completed within 21 days from the date of submission of a valid dematerialisation request.