

# RIDHI SYNTHETICS LIMITED

Regd. Office: 11-B, Mittal Tower, Free Press Journal Marg, Nariman Point, Mumbai – 400021

Tel. No. :022 61155300; Email add.: ridhisyntheticsltd@gmail.com

CIN: L51900MH1981PLC025265 website: www.ridhisynthetics.com

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Date: 22.10.2021

To,  
The Shareholder

**Sub: Request to provide the details of Demat Account for the proposed Right Issue of the Company.**

Dear Esteemed Shareholder,

As you are aware that your Company('Issuer') is coming up with a Rights Issue of 19,60,000 Equity Shares at BSE Limited and we are pleased to inform you that BSE Limited ('BSE') vide its letter dated 19<sup>th</sup> October, 2021 no. DCS/RIGHT/PB/FIP/1578/2021-22 has accorded its In principle for the proposed Rights Issue.

As part of the In principle approval, BSE has advised us to give adequate notice to the shareholders of the Company (who are holding shares in physical form) for providing their Demat Account No. The Company is hereby informing to the existing shareholders that the that the credit of the Right Entitlement as well allotment of shares will be in Demat form only. Non Demat holders will not get any shares allotted in the proposed Rights issue.

Further, as per our records, you are currently holding Equity Shares of the Company in physical form and same have not been dematerialized. In this regards, we wish to update you that your Company has entered into a tripartite agreement with National Depository Services Limited (NSDL) and Central Depository Services India Limited (CDSL) and obtained ISIN number i.e. INE07LK01010 for dematerialization of equity shares of the Company. Thus, the physical shareholders have been totally facilitated to dematerialize their physical shareholding.

Hence, we request you to take necessary steps with a Depository Participant ("DP") to dematerialise the physical shares held by you in the Company.

**The Procedure to dematerialise the Physical shareholding is enclosed with this letter as an Annexure I.**

**Frequently Asked Questions (FAQs) on Dematerialisation is enclosed with this letter as an Annexure II.**

Further, physical shareholder can also participate in the Rights issue. Physical shareholder can provide his Demat account details to the Issuer / Registrar to the Issue for credit of REs not later than two working days prior to the issue closing date, such that credit of REs in their demat account takes place at least one day before the issue closing date. Thus, Shareholders holding shares in physical form can also apply the right share by following the below mentioned provisions:

- Prior to the Issue Opening Date, the Rights Entitlements of Equity Shareholders, among others, who hold Equity Shares in physical form, and whose demat account details are not available with the Company or the Registrar, shall be credited in a demat suspense escrow account opened by the Company.
- Eligible Equity Shareholders, who hold Equity Shares in physical form as on Record Date and who have opened their demat accounts after the Record Date, shall adhere to following procedure for participating in the Rights Issue:

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- a) The Eligible Equity Shareholders shall send a letter to the Registrar stating their name(s), address, e-mail address, contact details and the details of their demat account along with copy of self-attested PAN and self-attested client master sheet of their demat account either by e-mail, post, speed post, courier, or hand delivery so as to reach to the Registrar no later than two Working Days prior to the Issue Closing Date;
  - b) The Registrar shall, after verifying the details of such demat account, transfer the Rights Entitlements of such Eligible Equity Shareholders to their demat accounts at least one day before the Issue Closing Date;
  - c) The remaining procedure for Application shall be same as set out in "- Making of an Application by Eligible Equity Shareholders on Plain Paper under ASBA process" mentioned above.
- Resident Eligible Equity Shareholders who hold Equity Shares in physical form as on the Record Date will not be allowed renounce their Rights Entitlements in the Issue. However, such Eligible Equity Shareholders, where the dematerialized Rights Entitlements are transferred from the suspense escrow demat account to the respective demat accounts within prescribed timelines, can apply for additional Equity Shares while submitting the Application through ASBA process or using the R-WAP.

In addition to that, Letter of Offer of Rights Issue shall be duly dispatched to all the shareholders in accordance with the prescribed mode of dispatch and advertisement shall also be published so as to provide due opportunity to public shareholders for participation in Rights Issue.

Therefore, you are requested to update your Demat Account Details with the Company and/ Or Registrar & Share transfer Agent as per following details:

<b>Company</b>	<b>Registrar and Share Transfer Agent</b>
Mr. Ajay Kumar Company Secretary and Compliance officer Ridhi Synthetics Limited 11-B, 1st Floor, Mittal Tower, Free Press Journal Marg, Nariman Point, Mumbai - 400021 <b>Tel: +91-22-61155300</b> <b>Email: <a href="mailto:ridhisyntheticsltd@gmail.com">ridhisyntheticsltd@gmail.com</a></b>	<b>Link Intime India Private Limited</b> C-101, 1 <sup>st</sup> Floor, 247 Park Lal Bahadur Shastri Marg, Vikhroli (West) Mumbai - 400 083 Maharashtra, India <b>Telephone: +91 22 4918 6200</b> <b>Facsimile: +91 22 4918 6195</b> <b>Email: <a href="mailto:Ridhisyn.rights@linkintime.co.in">Ridhisyn.rights@linkintime.co.in</a></b>

Thanks & Regards,

**For Ridhi Synthetics Limited**

**Sd/-**

**Name : Pawan Shukla**

**Designation :Wholetime Director**

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**Annexure I**

## **FOR THE ATTENTION OF SHAREHOLDERS HOLDING SHARES IN PHYSICAL MODE**

**The Procedure to dematerialise the Physical shareholding is given below for information and necessary action.**

- The shareholder (registered owner) will have to submit a request to the Depository—Participant (DP) for dematerialisation in a Dematerialisation Request Form (DRF), along with the certificates of shares to be dematerialised. The shareholder / DP will deface the certificates by writing “SURRENDERED FOR DEMATERIALISATION”.
- The DP will verify that the DRF form is duly filled in with necessary details. If the form and details are found to be in order, the DP will issue an acknowledgement slip duly signed and stamped, to the shareholder.
- The DP will then scrutinize the DRF and certificates. In case the DRF / Share certificates are not in order, the same will be returned to the shareholder to correct the deficiencies. In case the form is found to be in order, the details will be entered in the system and a Dematerialisation Request Number (DRN) will be generated and mentioned in the space provided in the DRF.
- The DRF with the DRN mentioned on the same will be released electronically to **Link Intime India Private Limited**, Registrar and Transfer Agents (“RTA”) of the Company through the NSDL / CDSL network reconfirming the same. The DP will also dispatch the certificates along with the DRF and a covering letter to RTA for verification and approval.
- RTA will verify the DRF and certificates and confirm acceptance of the request for dematerialisation to NSDL / CDSL who will in turn inform your DP. NSDL / CDSL in their electronic records will credit the account of your DP who will then credit your account with the number of securities that have been dematerialised and the shares will thereafter be held in electronic form.
- RTA may reject the dematerialisation request and will send an objection memo to the DP, with the DRF and certificates with the reason for rejection. The DP / shareholder has to remove reasons for objection on receiving the objection memo. The DP, if the shareholder so requires, may generate a new dematerialisation request and send the certificates again to RTA for dematerialization after complying with the reasons for rejection.
- The process of dematerialisation is to be completed within 21 days from the date of submission of a valid dematerialisation request.

## **INSTRUCTIONS**

- Shareholder needs to verify if his/her demat account is in the same name / order in which his/her name appears on the physical share certificate. Any mismatch in name will lead to non-acceptance of demat request by the Depository Participant

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- At the time of surrendering the share certificate for dematerialization, shareholder shall submit a copy of PAN card and AADHAR card. The ISIN for demat of shares of the Company is INE07LK01010.

In case of any queries in this regard, you may also contact RTA

## **Link Intime India Private Limited**

C-101, 1<sup>st</sup> Floor, 247 Park

Lal Bahadur Shastri Marg, Vikhroli (West)

Mumbai – 400 083

Maharashtra, India

**Telephone:** +91 22 4918 6200

**Facsimile:** +91 22 4918 6195

**Email:** [Ridhisyn.rights@linkintime.co.in](mailto:Ridhisyn.rights@linkintime.co.in)

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**Annexure II**

## **Frequently Asked Questions (FAQs) on Dematerialisation**

### **I. What are the benefits of Dematerialisation of shares?**

Shares held in DEMAT form have several advantages and helps eliminate many problems that investors have to face while dealing with securities. They minimize paperwork that is involved with the ownership, trading, and transfer of securities. It facilitates faster transactions and makes trade of securities extremely convenient. There are a wide range of advantages associated with a DEMAT account such as:-

- I. The risks pertaining to physical certificates like loss, theft, forgery and damage are eliminated completely with a DEMAT account.
- II. Less paperwork enables quicker transactions and higher efficiency in trading including immediate transfer of shares and faster settlement cycle.
- III. Ease in portfolio monitoring
- IV. The shares that are created through mergers and amalgamation/ acquisitions of companies are credited automatically in the DEMAT account.

### **2. How do I open an account with a Depository and will I be periodically informed about the movement in my electronic account?**

You may open an account with a depository participant ('DP') of your choice. As an investor, you will interact with National Securities Depository Limited (NSDL) or Central Depository Services (India) Limited (CDSL) through your Depository Participant. On submission of Demat account opening form and necessary documents, your DP will allot you an account number which will serve as a reference for all your future dealings with them.

Your DP will update your account after each transaction, and would periodically furnish you with a statement of holding. You may verify this with them at the time of opening your demat account.

### **3. Will I continue to receive corporate benefits?**

All corporate benefits such as dividend, interest, bonus shares, rights shares, if any, will be issued by RTA to the beneficial owners i.e. the accountholders who hold the securities in electronic form. The dividend/interest amounts as and when declared/issued will be sent to you/your bankers directly. The entitlement of rights and bonus shares/debentures wherever applicable, will be credited to the beneficiaries accounts as per the investors' option and the terms of the issue.

### **4. How do I trade (buy/sell) in electronic form?**

You may buy and sell securities in electronic form through the depository by co-ordinating with your broker and your DP. Such transactions would be simpler and faster. Payments for such transactions would be made in the same way as is done for physical certificates. Securities purchased in electronic form are credited to your account on the very next day of payout with no formalities of filling transfer deeds or applying to the Company for registration. Such transactions are not routed through the Company and the debit/credit takes place directly in the Depository System. However, corporate benefits would be paid to the person holding such securities on the Record date/Book closure date as applicable.