

West Leisure Resorts Ltd

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Pursuant to SEBI notification no. SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018 and BSE Circular no. LIST/COMP/15/2018-19 dated 05th July, 2018 requests for effecting transfer of securities (except in case of transmission or transposition of securities) shall not be processed w.e.f. 5th December, 2018, unless the securities proposed to be transferred are held in dematerialized form. Holders of the Company's equity shares may therefore consider to dematerialize their holdings of securities in proposed form.

Following is the procedure to dematerialize shares:

- Submit to your depository dematerialization request form (DRF) (in triplicate) duly filled in and signed by all the shareholders (in case of Joint Holding), along with physical share certificate(s) and other requisite documents. Ensure that names and order of the names as given in the share certificate(s) match with names and order thereof as appearing in the depository's account and obtain an acknowledgement.
- On receipt of the DRF, the depository will generate a dematerialization request number (DRN), which is electronically transmitted to the Share Transfer Agents (STA).
- Simultaneously, the depository will send the physical certificate(s) with the original DRF to the STA for verification and confirmation.
- The STA, on receipt of DRF and share certificate(s) will process the request. If the DRF is found to be in order, i.e. verified signature and certificate(s), then it will electronically confirm the request.
- The depository on receipt of such confirmation, will credit the account with the number of shares so dematerialized.