



**THE LEELA**

PALACES HOTELS RESORTS

**HOTEL LEEAVENTURE LIMITED**

CIN: L55101MH1981PLC024097

Registered Office: The Leela, Sahar, Mumbai -400059

Tel. +91 22 6691 1182 / 83; Fax: 022-6691 1458;

Website: www.theleela.com : E-mail: investor.service@theleela.com

## **NOTICE TO ALL SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM**

Securities and Exchange Board of India (SEBI), vide Gazette notification dated June 8, 2018, has amended Regulation 40 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and has mandated that with effect from 5th December, 2018 transfer of securities would be carried out only in dematerialized form.

In terms of the above amendment, request for effecting transfer of securities shall not be processed unless the securities are held in the dematerialized form with the depository with effect from 5th December, 2018. **Therefore, Registrars and Transfer Agent and Company will not be accepting any request for transfer of shares in physical form with effect from 5th December, 2018.**

This restriction shall not be applicable to the request received for transmission or transposition of physical shares.

In view of the above amendment, the shareholders, holding shares in physical form, are requested to get their shares dematerialized at the earliest to avoid any inconvenience in future for transferring those shares.

The steps involved in dematerializing shares are as follows:

1. Open a demat account with a Depository Participant (DP).
2. Submit physical share certificate(s) to the DP along with a Demat Request Form (DRF).
3. DP would inform the Depository (NSDL or CDSL) regarding the demat request.
4. The DP would thereafter submit the share certificate(s) along with DRF to the Registrar of the Company.
5. The Registrar would validate the documents and convey Acceptance/Rejection of the demat request to the concerned Depository.
6. Upon successful dematerialization of the share(s), the Registrar would update the Registrar of Members.
7. The concerned Depository would also update its record and inform the DP.
8. The DP would then credit the share(s) into the demat account of the investor.

For any assistance in the matter, you may please communicate with the Company (email id: investor.service@theleela.com) or with the Company's Registrar at the address mentioned below:

**Karvy Computershare Private Limited**

Unit: Hotel Leelaventure Limited

Karvy Selenium Tower B, Plot No. 31-32, Gachibowli, Financial

District, Nanakramguda, Hyderabad 500 032

Tel : + 91 40 6716 2222

Email Id: einward.ris@karvy.com

The above information has also been uploaded on the website of the Company, viz. www.theleela.com.