

### **Process of Dematerialisation of Shares**

- The shareholder shall fill the Dematerialisation Request Form (DRF) along with the complete details of physical shares and submit the same with Original physical share certificate to the Depository Participant (DP). In case a shareholder is holding a demat account with our Bank, he/she may avail a copy of the DRF available on the Bank's website at <https://www.pnbindia.in/Depository-Services.html>
- To avoid any discrepancy arising on account of mismatch of signature, the signature of the shareholder should be duly attested by the Bank where the shareholder is maintaining the Bank account. The Form for attestation of signatures is available on the Bank's website under 'Investor info'.
- The concerned DP shall verify the details in the DRF and if found in order, attest the DRF and generate the DRN number.
- The DP shall then send the complete set of documents (i.e. DRF, Physical share certificate, Client Master List (CML), Signature Attestation Form and Acknowledgement Letter) to the Registrar and Share Transfer Agent (RTA) of the Bank i.e. M/s Beetal Financial and Computer Services (P) Ltd.
- The RTA shall scrutinise the documents and if the same are in order, the request for demat shall be processed by the RTA and the shares shall be credited in the shareholder's demat account. However, in case of any discrepancy, the RTA will return the same to the DP citing reason(s) for rejection which shall be forwarded by the DP to the shareholder's registered address.
- For any further query/clarification in this regard, the shareholders of the Bank may contact the Bank's RTA, whose details are mentioned hereunder:

Beetal Financial & Computer Services Pvt. Ltd.  
Beetal House, 3<sup>rd</sup> Floor, 99 Madangir,  
Behind Local Shopping Centre,  
NewDelhi-110062  
Email: [beetalrta@gmail.com](mailto:beetalrta@gmail.com)  
Tel. No.: 011-29961281-83, Fax. 011-29961284

- Shareholders may also contact us at Share Department, Punjab National Bank, Head Office, Plot No.4, Sector 10, Dwarka, New Delhi-110075; Email Id: [hosd@pnb.co.in](mailto:hosd@pnb.co.in) for any related query/grievances.