

Status Change from Minor to Major

Documents required:

1. Request letter in Form ISR-4 (**Annexure -1**) duly signed by the shareholder(s) along with the Original Share Certificates and other documents mentioned therein.
2. Latest Client Master List ("CML") of the demat account, not older than two months and duly attested by the Depository Participant ("DP").
3. Duly filled demat conversion request form.
4. Attested copy of the Birth Certificate of the Minor (**see note below**).
5. Self-Attested copy of Pan Card.
6. Specimen Signature of the Minor attested by Bank.
7. Duly notarized Affidavit of the value applicable in the state where the document is executed is required for the same (see note below). (In case of name correction)

NOTE:

- Attestation of photocopies/xerox copies should be done by a Magistrate/Notary Public/ Special Executive Magistrate or a similar authority holding a public office and authorised to use the seal of this office.
- Notarised documents should also contain Notary Serial no. / Register no. etc. as per the provisions of the Notaries Rules, 1956.

The above Documents to be sent to RTA on the below mentioned address:

KFin Technologies Limited
Unit: Bharat Petroleum Corporation Limited
Selenium Tower B,
Plot 31 & 32, Financial District,
Nanakramguda,
Hyderabad - 500 032
Toll free: 1800 309 4001
Email: einward.ris@kfintech.com

Procedure:

1. The Shareholder shall have a demat account before submitting the aforesaid service request.
2. After opening the demat account the shareholder has to submit request letter along with the documents mentioned therein to the RTA together with the above-mentioned documents.
3. After certain internal processes and approvals from the Appropriate Authorities(s) and as per the applicable provisions issued by Securities and Exchange Board of India ("SEBI") and other applicable laws and regulations (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), RTA shall verify and process the documents submitted for the aforesaid service request, and thereafter initiate the demat conversion request in the depository system for direct credit of securities in the demat account of the security holder/claimant.
4. Post confirmation of the demat conversion request, the depositories/RTAs/listed companies shall send an intimation to the security holder/claimant regarding successful dematerialisation of the securities.