

**Tata Motors Limited**  
**CIN:** L28920MH1945PLC004520  
**Registered Office:** Bombay House, 24 Homi Mody Street, Mumbai - 400 001  
**Tel. No.:** +91 22 6665 8282 **Website:** www.tatamotors.com

**SECOND AND FINAL REMINDER**

**THIS COMMUNICATION REQUIRES YOUR IMMEDIATE ACTION**

December 1, 2018

Dear Members,

**Sub.: Dematerialisation of Securities**

**Ref : Our letters dated September 28, 2018 and November 1, 2018**

SEBI vide its notification dated June 8, 2018 amended SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, which mandates that transfer of securities shall be in dematerialised form only with effect from December 5, 2018.

As per our records, we note that you are holding Company's shares in physical form. **Given the change in regulations, we advise you to initiate steps to dematerialise your shares.**

For your convenience, we have provided certain FAQs. The same are annexed hereto.

We request you to take immediate action in respect of the above.

Should you require any further information or clarification, please contact our Registrars & Transfer Agents at:

**TSR Darashaw Limited**

Unit: Tata Motors Ltd.

6 – 10, Haji Moosa Patrawala Industrial Estate

20 Dr. E Moses Road, Near Famous Studio,

Mahalaxmi, Mumbai – 400 011

Telephone: +91 22 6656 8484 / +91 22 6617 8411-14

Fax: +91 22 6656 8494

Email: csg-unit@tsrdarashaw.com website: www.tsrdarashaw.com

Thanking you,  
For Tata Motors Limited  
Sd/-  
**H K Sethna**  
**Company Secretary**

## Annexure

### Frequently asked questions on Dematerialisation/Rematerialisation

#### **A. 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 minimise 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:-

- a. The risks pertaining to physical certificates like loss, theft, forgery and damage are eliminated completely with a DEMAT account.
- b. The lack of paperwork enables quicker transactions and higher efficiency in trading including immediate transfer of shares and faster settlement cycle.
- c. Ease in portfolio monitoring.
- d. The shares that are created through mergers and consolidation of companies are credited automatically in the DEMAT account.
- e. There is no need to pay stamp duty on transfer of securities, thereby bringing down the cost of transaction significantly.
- f. Transaction costs are significantly lower in dematerialized securities as compared to transactions in physical mode.

#### **B. How do I open an account with a Depository Participant 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 DP. 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 will periodically furnish you with a statement of holding. You may verify this with them at the time of opening your electronic account. The DP normally charges a custody fee based on the terms and conditions whilst opening the account.

#### **C. How do I convert my paper/physical certificates into an electronic holding [Dematerialized form]?**

To dematerialize your holding, you should first have an account with a DP of your choice. You may then hand over to your DP, the certificates along with the 'Dematerialisation Request Form' (DRF). Only the securities registered in your name can be submitted for dematerialization. Your DP will then send the DRF and the certificates to the Registrar and Share Transfer Agents of the Company, TSR Darashaw Limited ('TSRDL') and an electronic request will also be sent through the NSDL/CDSL network reconfirming the same. TSRDL will verify the documents and if found in order, the dematerialization request will be confirmed to NSDL/CDSL who will in turn inform your DP. In the books of the Company, your folio with TSRDL will be debited and the account of NSDL/CDSL will be credited in respect of such dematerialized securities. 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 dematerialized and the securities will thereafter be held in electronic form. This process would take approximately 15-20 days.

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

All the corporate benefits such as dividend, interest, bonus shares, rights shares will be issued by the Company 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 beneficiary's accounts as per the investors' option and the terms of the issue.

#### **E. 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 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 in his DP account in case of securities and the Bank account linked to the DP account in case of dividend, etc. on the Record Date/Book Closure date as applicable.

#### **F. What if I continue to hold shares in physical form after December 5, 2018?**

You may please note that in case you fail to convert your physical holdings in dematerialized form before December 5, 2018, you will not be allowed to transfer your securities thereafter, unless they are dematerialized.