



**BLUE DART EXPRESS LIMITED**

Registered Office: Blue Dart Centre, Sahar Airport Road, Andheri (East), Mumbai 400 099

Phone: +91-22-2839 6444 | Fax: +91-22-2824 4131 | CIN: L61074MH1991PLC061074

Website: [www.bluedart.com](http://www.bluedart.com) | Email: [communications@bluedart.com](mailto:communications@bluedart.com)

Sr. No. / Folio No. :

27<sup>th</sup> November, 2018

Name

Address

**IMPORTANT & URGENT- Reminder 2  
FOR YOUR IMMEDIATE ACTION**

Dear Shareholder(s),

**Sub.: Second Reminder for Dematerialization of physical shares for transfer of securities**

Further to our letters dated September 20, 2018 & November 2, 2018 & pursuant to SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018, it has been mandated by SEBI that transfer of securities of a listed company would be carried out in dematerialized form only. Accordingly, Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 has been amended and stock exchanges vide their circulars have advised Listed Companies that **w.e.f 5<sup>th</sup> December, 2018, shares lodged for transfer shall be in dematerialized form only.**

**Accordingly, w.e.f. 5<sup>th</sup> December, 2018, transfer of shares in physical form shall not be considered.**

We observe that you are still holding equity shares of **Blue Dart Express Limited** ("the Company") in physical form. **You are therefore requested to dematerialize your shares immediately.** Further, the demat of shares have various advantages like immediate transfer of shares, no stamp duty on transfer, immediate credit of dividend due to linkage of bank account, risks associated with physical certificates such as forged transfer, bad deliveries are avoided.

The process or dematerialization of shares is as follows:

- 1) You should be in possession of original share certificate of the Company. In case you are not in possession of original share certificate the Company, please contact the Company or Registrar & Transfer Agent at the address given below.
- 2) You need to have demat account in the same name / order in which the name is appearing on physical share certificate. Any mismatch in name will lead to non-acceptance of demat request by Depository Participant ("DP").
- 3) You need to approach your Depository Participant where you are holding your demat account and surrender the original share certificate along with Dematerialization Request Form available with DP. At the time of surrendering shares for dematerialization, please also submit your PAN copy and AADHAR copy.
- 4) Thereafter, DP shall send the certificate along with other documents to Registrar & Transfer Agent which in turn checks all details and dematerialize the shares.

In case if you have any queries or need any assistance in this regard, please contact:

**Registrar & Transfer Agent**

Link Intime India Private Limited

**Unit : Blue Dart Express Limited**

C-101, 247 Park, L B S Marg, Vikhroli (West),

Mumbai – 400 083

Tel No: 022 - 49186000

Email: [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in)

Website: [www.linkintime.co.in](http://www.linkintime.co.in)

Thanking you,

Yours faithfully,

For Blue Dart Express Limited

Sd/-

Tushar Gunderia

Company Secretary & Head-Legal & Compliance

For Link Intime India Private Limited

Sd/-

Authorized Signatory

*"This is a follow-up/reminder to our earlier letter. If you have not responded so far, do so now. Please ignore this letter if you have already complied".*