• Open a Demat account with a Depository Participant (DP).
• Surrender physical share certificates to DP along with duly filled and signed Demat request form.
• DP intimates to the Depository (NSDL/CDSL) regarding Demat Request.
• DP submits the certificates along with Demat Request Form to RTA, M/s MCS Share Transfer Agent Ltd.,
  F-65, Okhla Industrial Area, Phase – I, New Delhi 110020
• RTA confirms the dematerialisation request from depository
• After dematerialising the certificates, registrar update records.
• Depository updates its records and informs the DP
• DP updates the demat account of the investor