

To,

All the Shareholders,

As per SEBI circular SEBI/LAD-NRO/GN/2018/24 dated 8th June 2018, BSE circular no. LIST/COMP/15/2018-19 dated 5th July, 2018 and NSE circular Ref. No NSE/CML/2018/26 dated 9th July, 2018, shareholders are advised to dematerialize their physical securities since requests for effecting transfer of physical securities (except in case of transmission or transposition of securities) shall not be processed from 1st April 2019. Hence, we request you to open a demat account and submit your physical securities with the depository participant for dematerializing your securities enabling you to trade in electronic form.

The Shareholders can access the said circular by following the below link:

1. SEBI Circular: https://www.sebi.gov.in/legal/regulations/jun-2018/securities-and-exchange-board-ofindia-listing-obligations-and-disclosure-requirements-fourth-amendment-regulations-2018_39263.html
2. BSE Circular: <https://www.bseindia.com/corporates/Displaydata.aspx?Id=cd22b184-1153-4b05-8ad9-d04699161f89&Page=cir>
3. NSE Circular: https://www.nseindia.com/corporates/content/eq_listcompanies.htm

DEMAT (DEMATERIALISATION) OF SHARES

KINDLY NOTE THAT THE SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM MUST GET THEIR SHARES DEMATERIALIZED AT THE EARLIEST AS PER THE AFORESAID CIRUCLARS.

How to dematerialise shares?

The procedure for dematerializing shares is as under:

- Open demat account (Beneficiary Account) with a DP registered with SEBI.
- Submit Demat Request Form (DRF) as given by the DP, duly signed by all the holders with the names and signature in the same order as appearing in the concerned certificate(s) and the Company records, along with the physical certificates.

Kindly ensure that before the certificates are handed over to the DP for demat, they are defaced by marking "Surrendered for Dematerialisation" on the face of the certificates

- Obtain acknowledgment from the DP on handing over the share certificate(s).
- Demat transfers are required to be completed in 21 days as against 30 days on receipt of complete and correct set of documents (excluding time for clarification/s sought for completion, if any and dispatch) for physical transfer.
- Receive a confirmation statement of holdings from the DP. Statement of holdings is sent by the DPs from time to time.

Shareholders should not send share certificate(s) / documents to the Company / Company's R&T Agents directly but only through the Depository Participant.

Birlasoft Limited

(Formerly KPIT Technologies Limited)

Registered Office: 35 & 36, Rajiv Gandhi Infotech Park, Phase - I, MIDC, Hinjawadi, Pune (MH) 411057, India

Tel: +91 20 6652 5000 | Fax +91 20 6652 5001 | contactus@birlasoft.com | www.birlasoft.com

CIN: L72200PN1990PLC059594

For additional information on the matter please contact the Company's R & T Agent -

Link Intime India Private Limited
Correspondence Address:
Block No. 202,
Akshay Complex,
Near Ganesh Temple, Pune-411001.

Telephone Nos: (020) 26161629, 26160084, E-mail:- ashok.gupta@linkintime.co.in

Link Intime India Private Limited has been advised by the Company to facilitate shareholders in dematerialising shares.

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