

GUIDANCE NOTE ON DEMATERIALISATION OF SECURITIES HELD IN PHYSICAL FORM

Securities and Exchange Board of India (SEBI) has recently issued a notification dated June 8, 2018 which states that the shares of the listed companies shall be transferred only in dematerialised form, effective April 1, 2019. Consequently, shares cannot be transferred in physical form on and from April 1, 2019.

Hence, in the interest of security holders holding securities in physical form, it is advisable to dematerialize their securities at the earliest.

For ease of reference, the procedure for dematerialization of securities is also provided herein below.

For any assistance in the matter, please contact the Company or Registrar and Transfer Agent i.e. Bigshare Services Private Limited.

Procedure for dematerialization of securities

1. Dematerialization starts with opening a demat account. In case you have an existing demat account, you can use the same for dematerializing the shares held. 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")

2. To convert the physical shares into electronic/demat form, a Dematerialization Request Form (DRF), which is available with your DP, has to be filled in and deposited along with original share certificates with your depository participant. In case you are not in possession of original share certificate of the Company, please contact the Company or Registrar & Transfer Agent. At the time of surrendering shares for demat, please also submit PAN copy and AADHAAR copy. The ISIN for demat of shares of the Company is INE147C01017.

3. Your signature on the DRF should match with the specimen signature registered with the Company/ its Registrar and Transfer Agent.

4. If the DP finds the DRF in order a Dematerialisation Request Number (DRN) will be generated. The DP will then forward the DRF and the DRN to the Registrar and Share Transfer Agent (RTA) through the electronic system. In case the DRF/certificates are not in order, the same will be returned to the shareholder for removing deficiencies.

5. Once the request is approved, the share certificates in the physical form will be defaced by the Registrars and Transfer Agents and a confirmation of dematerialization will be sent to the depository.

6. The depository will then confirm the dematerialization of shares to the DP. Once this is done, a credit in the holding of shares will reflect in the investor's Demat account electronically.

Name and address of depositories:

National Securities Depository Ltd.

Trade World, 4th Floor, Kamala Mills Compound

Senapati Bapat Marg, Lower Parel Mumbai - 400 013

Tel: (022) 24972964 to 70

Fax: (022) 24972993 / 24976351

E-mail: info@nsdl.co.in

Central Depository Services (India) Ltd.

Phiroze Jeejeebhoy Towers, 28th Floor,

Dalal Street Mumbai - 400 023

Tel: (022) 22723333 / 22723224

Fax: (022) 22723199

E-mail: investors@cdslindia.com

Investor correspondence:

The Company Secretary

Pooja Entertainment and Films Limited

Pooja House, 1st Floor, CTS No. 892-893,
Opp. J. W. Marriott Hotel, Juhu Tara Road,
Juhu, Mumbai-400 049

Tel: (+91-22) 26121613/14

Fax: (+91-22) 26631275

Email: investor@poojaentertainmentandfilms.in

Registrar and transfer agents:

Bigshare Services Private Ltd

1st Floor, Bharat Tin Works Building,
Opp. Vasant Oasis Apartments,
Makwana Road, Marol Maroshi Road,
Andheri East, Mumbai 400059

Tel .No. : 022 62638200

Fax .No. : 022 6263 8299

Email : investor@bigshareonline.com