



Lee & Nee

Softwares (Exports) Ltd.

REGD. OFFICE : 148, CAMAC STREET
KOLKATA - 700 017, INDIA
PH. : 91-33-4069 5100 / 4065 0378
FAX : 91-33-4005 1344
Email : info@lnsel.com
Website : www.lnsel.com

FIRST REMINDER

22nd October, 2018

Dear Shareholder(s),

Sub.: Conversion of shares into dematerialised form

We note that your holding in the Company is in physical form. The amendment to SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 notified on June 8, 2018 has mandated that investors who wish to transfer securities can do so only in dematerialised form, effective December 5, 2018. The amendment allows holding of the shares in physical form, but the shares will first need to be dematerialised in case you wish to transfer the same after this date.

The FAQs on dematerialisation of shares are given overleaf for your information.

In case of any queries in this regard, you may contact our Registrar & Share Transfer Agents at:

Maheshwari Datamatics Private Limited

Unit: **Lee and Nee Softwares Exports Ltd**

23, R.N.Mukherjee Road, 5th Floor

Kolkata - 700 001.

Telephone: +91 33 2243 5029/ +91 33 2248 2248

Fax: +91 33 2248 4787

email: mdpldc@yahoo.com website: www.mdpl.in

Thanking you,

For **LEE & NEE SOFTWARES (EXPORTS) Limited**

LEE & NEE SOFTWARES (EXPORTS) LTD

Arpita Gupta

Arpita Gupta
(Director)

Director



Lee & Nee

Softwares (Exports) Ltd.

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SECOND REMINDER

27th November, 2018

Dear Shareholder(s),

Sub.: Conversion of shares into dematerialised form
Ref : Our Letter dated 22nd October, 2018.

This has reference to our letter dated 22nd October, 2018 requesting you to dematerialise your shares.

We would again like to inform you that your holding in the Company is in physical form. The amendment to SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 notified on June 8, 2018 has mandated that investors who wish to transfer securities can do so only in dematerialised form, effective December 5, 2018. The amendment allows holding of the shares in physical form, but the shares will first need to be dematerialised in case you wish to transfer the same after this date.

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Thanking you,

For **LEE & NEE SOFTWARES (EXPORTS) Limited**
LEE & NEE SOFTWARES (EXPORTS) LTD

Arpita Gupta
(Director)

Director

Frequently asked questions on Dematerialisation

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.

B. How do I open an account with a Depository 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 Limited (CDSL) through your Depository Participant. 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 would periodically furnish you with a statement of holding. You may verify this with them at the time of opening your electronic account.

C. How do I convert my paper/physical certificates into an electronic holding? [Dematerialisation]

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, Maheshwari Datamatics Pvt Ltd ('MDPL') and an electronic request will also be sent through the NSDL/CDSL network reconfirming the same. MDPL 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 MDPL 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 MDPL 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 beneficiaries 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 very 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 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 you can hold shares in physical form even after December 5, 2018. However, the shares will first need to be dematerialised in case you wish to transfer the same after this date.