

## PROCEDURE FOR CONVERTING ELECTRONIC SHARES INTO NON-ELECTRONIC

- STEP 1** : Contact the financial broker through whom you previously converted your hard-copy share certificate into electronic (or 'dematerialized') form.
- STEP 2** : You will be required to send them an undertaking letter, signed by yourself, stating that you have no objection to converting your electronic/dematerialized shares back into hard-copy certificated form.
- STEP 3** : The broker will require the following documents from you for its anti-money laundering exercise:
- **passport copy**
  - **utility bills copies.**
- These documents **must be correctly certified** and signed off as true and accurate by a legal firm or other authorized person before being sent to the financial broker.
- You should contact your broker to ascertain their exact anti-money laundering requirements
- STEP 4** : If the financial broker is not based in the same country as you, it may take approx. 3 weeks for them to process the changes and then send by courier the hard-copy original print of your share certificate back to your designated address.
- STEP 5** : If you already possess a hard-copy share certificate in respect of any or all of your holding of Tejoori shares, this means that those Tejoori shares are no more electronic.