

TRANSFER OF SHARES / UNCLAIMED DIVIDEND TO IEPF

Members may please note that pursuant to Section 124 of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 ("**Rules**") as amended by the Ministry of Corporate Affairs ("**MCA**"), shares of the Company in respect of which dividend amounts have remained unpaid / unclaimed for seven (7) consecutive years or more are required to be transferred to the "DEMAT Account of the Investor Education and Protection Fund ("**IEPF**") Authority" ("**Authority**").

Unclaimed Final dividend for the year 2010-11 and interim dividend for the year 2011-12 pertaining to members who have not encashed the said dividends was transferred to the Authority during the current financial year. Shares, if any, pertaining to these dividend accounts which have remained unclaimed for seven (7) consecutive years or more is / will be transferred to the Authority along with the aforesaid Final and Interim dividend.

The details of members whose shares are transferred / due for transfer to the Authority are given on the Saskaen webpage. This shall be deemed adequate notice in respect of issue of duplicate share certificate(s) by the Company for the purpose of transfer of shares to the Authority pursuant to the Rules.

Complying with the requirements set out in the Rules, the Company has communicated to the concerned members individually whose shares are transferred / liable to be transferred to the Authority under the said Rules for taking appropriate actions.

Members are requested to kindly verify their records and if the above mentioned unclaimed dividend(s) have not yet been encashed, please claim the same by making an application **immediately** in the enclosed form duly completed "in all respects and signed by all the holders and two (2) witnesses" along with a self-attested copy of PAN Card and any one address ID Proof viz. Passport / Driving License / Aadhaar Card, etc. and send it to our Registrar & Share Transfer Agent ("**RTA**") in original, to enable them to verify and transfer the dividend to your bank account / reissue DD(s) after checking with the Bank(s) for non-payment. In case of any discrepancies or if the documents are inadequate/incomplete, the request is liable to be rejected.

Concerned members whose shares are liable to be transferred to the Authority and holding shares in:

- a. **Physical Forms** may note that the Company would be issuing duplicate share certificate(s) in lieu of the original share certificate(s) held by them for the purpose of transfer of shares to the Authority as per the Rules and upon such issue, the original share certificate(s) which are registered in their name shall stand automatically cancelled and be deemed non-negotiable.
- b. **Dematerialized Form** may note that the Company shall inform the depository by way of corporate action for transfer of shares in favour of the Authority.

In case no valid claim has been made, the Company shall with a view to adhere with the requirements of the Rules transfer the shares to the Authority within the due date as per the procedure set out in the Rules. No claim shall lie against the Company in respect of unclaimed dividend amount and shares transferred to the Authority pursuant to the Rules.

Procedure for claiming refund of shares and unclaimed dividend from the Authority i.e. after shares / unclaimed dividend are transferred by the Company

After transfer of shares by the Company, Members may still claim refund of shares and unclaimed dividend from the Authority by making an application to the Authority in the prescribed e-Form. The provisions of Companies Act, 2013 relating to IEPF, IEPF Rules and notifications are available on <http://iepf.gov.in>.

Queries

For any queries on the above matter, the members are requested to contact our RTA to their address mentioned on the Sarsen webpage.