

Syngene

Ref: Syn/CS/SE/Reg 30/2023-24/Jan/02

Syngene International Limited
Biocon SEZ, Biocon Park, Plot No. 2 &
3, Bommasandra Industrial Area, IV
Phase, Jigani Link Road, Bengaluru
560 099, Karnataka, India
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CIN: L85110KA1993PLC014937
www.syngeneintl.com

January 9, 2024

To, The Manager, BSE Limited Corporate Relationship Department Dalal Street, Mumbai – 400 001	To, The Manager, National Stock Exchange of India Limited Corporate Communication Department Bandra (EAST), Mumbai – 400 051
Scrip Code: 539268	Scrip Symbol: SYNGENE

Dear Sir/Madam,

Subject: Reminder Letter/email to shareholders for claiming unclaimed dividends.

Pursuant to the provisions of Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015, please note that the Company has sent a reminder letter/email to the eligible shareholders on January 9, 2024, requesting them to claim the dividend(s) who have not claimed their dividend(s) for any of the financial years. A copy of the reminder letter is enclosed herewith.

The information mentioned above will also be available on the website of the Company www.syngeneintl.com.

Kindly take this intimation on record.

Thanking You,

Yours faithfully,

For **SYNGENE INTERNATIONAL LIMITED**

Priyadarshini Mahapatra
Company Secretary & Compliance Officer

Encl. copy of the reminder letter

Syngene

Syngene International Limited

Registered Office: Biocon Park, Biocon SEZ, Plot No. 2 & 3,
Bommasandra Industrial Area, IV Phase, Jigani Link Road, Bengaluru - 560 099
Tel: +91 80 6891 9191, CIN: L85110KA1993PLC014937
Website: www.syngeneintl.com; E-mail: Investor@syngeneintl.com

Date:

To
[Name of shareholder
(Address)]
Folio / DPID / CLID No. :

Dear Shareholder/Investor,

Sub: Reminder for claiming the unclaimed dividend(s) to avoid transfer of unclaimed dividend(s) and equity share(s) of the Company against which dividend(s) has not been claimed for seven consecutive years or more to the Investor Education and Protection Fund.

We draw your kind attention to the dividend warrant(s)/demand draft(s) issued to you for the dividend(s) declared by Syngene International Limited ("the Company") pertaining to Financial Years 2015-16 to 2021-22 for shares held by you in the Company.

We find from our records that the said dividend warrant(s)/demand draft(s) have not been encashed by you. As you may be aware, as per section 124(5) of the Companies Act, 2013 ("the Act"), any money transferred to the Unpaid Dividend Account of the Company pursuant to this section, which remains unpaid or unclaimed for a period of seven consecutive years from the date of such transfer shall be transferred by the Company to the Investor Education and Protection Fund ("IEPF") established by the Central Government. The Company has been regularly uploading on its website and submitting the full details of such unpaid or unclaimed dividends to the Ministry of Corporate Affairs, Government of India. Further, please note that section 124(6) of the Act requires that all Shares in respect of which dividend(s) has not been paid or claimed for seven consecutive years or more, shall be transferred to the IEPF.

We therefore request you to claim the said dividend(s) at the earliest, failing which the said dividend(s) and corresponding share(s) will be transferred to the IEPF after a period of seven years from the date of transfer to unclaimed dividend account. Thereafter no claim shall lie against the Company in respect of the unclaimed dividend amounts and shares transferred to the IEPF. Kindly note that all subsequent corporate benefits accruing on such shareholding shall also be credited in favour of the IEPF Authority.

As per our records, the following dividend(s) which were paid to you are remaining unpaid/unclaimed as on date:

Financial year ended	Date of declaration of Dividend	No. of Equity Shares	Warrant/DD Number	Dividend Amount (Rs.)

ACTION TO BE TAKEN BY THE SHAREHOLDER

You are requested to immediately claim your unclaimed dividend amount and avoid the transfer of dividend(s) and share(s) to IEPF by sending the relevant documents as stated below to us or to KFin Technologies Limited, Registrar and Share Transfer Agent of the Company:

- a. In case you are holding the original dividend warrant(s)/demand draft(s), please send the following documents:
- Self-attested copy of PAN card and address proof (viz. Aadhar card, electricity bill, etc.)
 - Copy of cancelled cheque
- b. In case the dividend warrant(s)/ demand draft(s) is not traceable or is lost, please return the enclosed Application-cum -Undertaking (attached as “**Annexure I**”) along with the documents as mentioned in (a) above.

You are requested to mandatorily update your bank details (NECS details) with the Depository Participants/Company's Registrar and Share Transfer Agent for online and timely remittance of dividend; and also register your email id for prompt communication from the Company in future.

Further, we request you to convert your physical shares into Demat mode as per SEBI guidelines for mandatorily dematerialization of physical shares held by an Investor.

In case you have any queries or need any assistance in this regard, please contact:

<p>Priyadarshini Mahapatra Company Secretary and Nodal Officer Syngene International Limited Biocon Park SEZ, Bommasandra Industrial Area, Phase IV, Jigani Link Road, Bangalore 560 099 Email: Investor@syngeneintl.com Website: www.syngeneintl.com</p>	<p>D Suresh Babu Manager KFin Technologies Limited (Formerly known as KFin Technologies Private Limited) Unit: Syngene International Limited Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad – 500 032 Tel.: + 91-40-6716 1518 ; Fax No.: + 91-40-2300 1153 Email: einward.ris@kfintech.com; Website: www.kfintech.com</p>
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We wish you and your family a happy and prosperous new year!!

Thanking you,

Yours faithfully,

For **SYNGENE INTERNATIONAL LIMITED**

Sd/-

Priyadarshini Mahapatra
Company Secretary and Compliance Officer

Application - Cum - Undertaking
FOR ISSUE OF DUPLICATE DEMAND DRAFT / PAY ORDER
(To be executed on Rs.20/- Non Judicial Stamp paper if amount is exceeding of Rs.1000.)

To,
KFin Technologies Limited
(Unit : Syngene International Limited)
Selenium Tower B,
Plot 31-32, Gachibowli,
Financial District, Nanakramguda, Hyderabad - 500 032

REF : FOLIO/DPID/CLIENT ID :

Sub : Application-Cum-Undertaking for issue of demand draft(s).

I/We hereby confirm that I/We have not encashed any of the Dividends as stated herein, paid by the Company in previous Financial Years, so as to create any adverse claim upon the amount of the Dividend warrant(s). The following are the details of the unclaimed Dividends of the relevant /subsequent financial years:

Financial year ended	Warrant/DD Number	Dividend Amount (Rs.)	Date of declaration of Dividend	No. of Equity Shares

In consideration of your issuing to me/us Demand Draft(s)/Pay Order(s) in lieu of the above Dividend Warrant(s)/Demand Drafts(s) lying unpaid/unclaimed in my/our name(s) and which are irretrievable /lost or misplaced or crediting the amounts directly to my bank account, I/we hereby agree and undertake to hold the Company, its Directors and Officers harmless and to keep them protected from / against all losses, costs or damages which you may sustain or incur by reason of the Company issuing Demand Draft(s)/ Pay Order(s) or by the original Dividend Warrant(s) being, at any time, found and presented for payment by any person or persons claiming to be the holder(s) of the Dividend Warrant(s) or in any way interested therein.

I/We further agree and undertake to return to you the original Dividend Warrants, should it be found by me/us or again come into my/our possession at any time hereafter.

Name		Signature		
First Holder:				
Second holder:				
Third holder:				
Address of first holder:				
Bank Account Details : (for electronic credit of unpaid dividends and all future dividends)				
Name of the Bank				
Name of the Branch				
Account Number (as appearing in your cheque book)				
Account Type (Saving / Current / Cash Credit)	10 – Saving	11 – Current	13 – Cash Credit	
9 Digit MICR Number (as appearing on the MICR cheque issued by the bank) Please enclose a photocopy of a cheque for verification				
11 Digit IFSC Code				
Witness1:	Witness2:			
Name :	Name :			
Address :	Address :			
Signature :	Signature :			

Dated :

Note 1: For the undertaking to be considered complete, please ensure the name, address and bank details of first holder and joint holder(s), as applicable, are filled correctly and it is duly signed by all the holders and two witnesses.

Note 2: Please note that if the total dividend amount is in excess of Rs.1000/- then the Letter of undertaking shall be executed on Rs.20/- Non-Judicial Stamp Paper or franking of Rs.20/- would suffice.