

July 21, 2021

E-FILING

To

1. The Manager, Corporate Relationship Dept.,  
**BSE LIMITED,**  
Phiroze Jeejeebhoy Towers,  
Dalal Street,  
**MUMBAI – 400 001**

2. The Manager, Listing Department,  
**NATIONAL STOCK EXCHANGE OF INDIA LTD.,**  
"Exchange Plaza", C-1, Block-"G",  
Bandra-Kurla Complex, Bandra (E),  
**MUMBAI – 400 051**

Script Code : 526725

NSE Symbol : SANDESH (EQ.)

Dear Sir / Madam,

**Sub: Intimation to Stock Exchange regarding sending of reminder letters and publication of notice with respect to transfer of Equity Shares to Investor Education and Protection Fund Authority in F.Y. 2021-22**

We hereby inform you that pursuant to provisions of Section 124 of the Companies Act, 2013 read with Investor Education and Protection Fund (Accounting, Audit, Transfer and Refund) Rules, 2018, as amended (hereinafter referred to as 'the Rules'), the Company has issued individual reminder letters to the shareholders whose dividend has not been paid or claimed for seven consecutive years or more and whose shares are liable to be transferred to Investor Education Protection Fund Authority ("IEPF Authority") in the **Financial Year 2021-22**. In regard to this and in compliance with the Rules, the Company has also published notices in the newspapers for drawing the attention of the shareholders.

Hence, pursuant to Regulation 30 and Regulation 47 read with Schedule III of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, please find enclosed herewith the following:

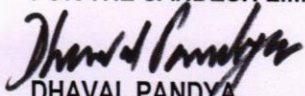
1. Copy of the reminder letters dated July 20, 2021 sent to the shareholders;
2. Copies of notices published by the Company on July 21, 2021 in the newspapers "Financial Express" (English Newspaper) and "Sandesh" (Gujarati Newspaper) for the attention of the Equity Shareholders with respect to transfer of Equity Shares of the Company to IEPF Authority.

The aforesaid newspaper notices are also uploaded on the website of the Company. i.e. [www.sandesh.com](http://www.sandesh.com).

Kindly take the same on your records.

Thanking you,

Yours sincerely,  
**FOR THE SANDESH LIMITED**

  
**DHAVAL PANDYA**  
COMPANY SECRETARY



**Encl.: As above**

**THE SANDESH LIMITED** (CIN : L22121GJ1943PLC000183)

REGD. OFFICE : 'SANDESH BHAVAN', LAD SOCIETY ROAD, B/H VASTRAPUR GAM P.O. BODAKDEV, AHMEDABAD-380 054  
PHONE : (079) 40004319, 40004175 FAX NO. : +91 79 40004242 E-mail : [secretarial@sandesh.com](mailto:secretarial@sandesh.com), [cs@sandesh.com](mailto:cs@sandesh.com)  
VISIT US : [WWW.SANDESH.COM](http://WWW.SANDESH.COM)

July 20, 2021

SPEED POST

To

**Sub.:** Transfer of Equity Shares to Investor Education and Protection Fund (IEPF) in FY 2021-22

**Ref.:** Folio Number / Client ID DP ID:

Dear Sir / Madam,

This is to intimate that pursuant to the provisions of Section 124 of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, as amended ("Rules") the Company is required to transfer all shares in respect of which dividend has not been paid or claimed by the shareholders for seven consecutive years or more, in favor of Investor Education and Protection Fund Authority (IEPF Authority).

As per our records the dividend declared for the consecutive period of seven years in respect of your shares is lying unpaid / unclaimed with us. The details of the dividends lying unpaid / unclaimed are uploaded on our website [www.sandesh.com](http://www.sandesh.com). You are requested to claim your unpaid / unclaimed dividend lying unpaid / unclaimed for seven consecutive years **latest by October 25, 2021** by submitting at the Company's Registered office address (as mentioned at the end), the claim letter duly signed in the format enclosed herewith at **Annexure-1** and in case the original demand drafts are lost / misplaced you are also required to execute an indemnity on a stamp paper of Rs. 300/- in the format enclosed herewith at **Annexure-2**.

In absence of any claim latest by **October 25, 2021**, the Company shall initiate necessary steps to transfer the shares held in your name to IEPF Authority, without further notice and in accordance with the Rules within 30 days from **October 25, 2021**.

In case the shares are held by you in demat form, the Company shall inform the depository by way of corporate action for transfer of shares lying in your demat account to IEPF Authority. In case the shares held in physical form, the Company would be issuing new share certificate(s) in lieu of the original share certificate(s) held by you for the purpose of dematerialization and transfer of shares to IEPF Authority as per Rules and upon such issue, the original share certificate(s) which stand registered in your name will stand automatically cancelled and be deemed non – negotiable. **Please note that no claim shall lie against the Company in respect of the shares so transferred to IEPF.**

You may note that both the unpaid / unclaimed dividend and the shares transferred to IEPF Authority can be claimed back from IEPF Authority after making an online application in the form IEPF 5 available on the website of IEPF ([www.iepf.gov.in](http://www.iepf.gov.in)) and Company ([www.sandesh.com](http://www.sandesh.com)) and sending a physical copy of the same duly signed alongwith the requisite documents enumerated in the form IEPF 5 to the Company at its registered office.

In case of any query you may write to the Company at its Registered Office addressing to The Secretarial Department, Sandesh Bhavan, Lad Society Road, B/h. Vastrapur Gam, P.O. Bodakdev, Ahmedabad – 380054 or call on Tel.: (079)-40004279/319 or send email at [cs@sandesh.com](mailto:cs@sandesh.com) or contact the Company's Registrar and Share Transfer Agent viz. MCS Share Transfer Agent Limited at its Regional office at 201, Shatdal Complex, 2<sup>nd</sup> Floor, Ashram Road, Ahmedabad – 380009 Tel.: (079) 26580461 / 62 / 63 Fax No.: (079) 26581296 Email ID: [mcssta@rediffmail.com](mailto:mcssta@rediffmail.com), [mcsahmd@gmail.com](mailto:mcsahmd@gmail.com).

Thanking you,

Yours faithfully,

For, THE SANDESH LIMITED  
DHAVAL PANDYA  
COMPANY SECRETARY

ENCL.: As Above

*Note: This is a computer generated letter and hence no signatures are attested.*

**Annexure - 1**  
**CLAIM LETTER**

Date: \_\_\_\_\_, 2021

To,  
SECRETARIAL DEPARTMENT  
**THE SANDESH LIMITED**  
'Sandesh Bhavan', Lad Society Road,  
B/h. Vastrapur Gam, P.O. Bodakdev,  
Ahmedabad - 380054 (Gujarat-India)

**Sub.:** Request letter for claiming the unpaid dividend.

**Ref.:** Folio No. / Client ID DP ID: \_\_\_\_\_

Dear Sir / Madam,

In response to your letter dated **July 20, 2021**, I/We, \_\_\_\_\_ (name of Shareholder(s)) holding \_\_\_\_\_ Equity shares through Folio No. / Client ID DP ID \_\_\_\_\_ in your Company, hereby request to claim the dividend lying unpaid / unclaimed for the consecutive period of seven years in respect of my shares. For this purpose kindly find enclosed herewith self-attested PAN Card copy and Aadhar Card Copy.

For processing the payment of dividend I wish to opt for the following mode:

**(Put a tick against any one)**

Revalidation of Demand Drafts	
NEFT / NECS *	

Please note my/our bank details for effecting transfer of dividend amount through NEFT / NECS into my/our bank account:

1. Account No.: \_\_\_\_\_
2. Name of Bank: \_\_\_\_\_
3. Name of Branch and address of Bank: \_\_\_\_\_
4. IFSC Code: \_\_\_\_\_

***\*(Enclosing of cancelled cheque leaf is mandatory)***

I/We, hereby declare that the original demand drafts issued by the Company are lost / misplaced by me/us and for which I/we have executed the indemnity on a stamp paper of Rs. 300/- and the same is enclosed herewith. \*\*

**OR**

I/We, hereby surrender the original demand drafts issued by the Company for cancellation for claiming the dividend by issuance of duplicate demand drafts / through direct credit into my bank account. \*\*

***\*\* (Strike out whichever is not applicable)***

Request you to kindly do the needful.

Thanking you,

Yours sincerely,

Name & Signature of  
Shareholder(s)

:

\_\_\_\_\_  
First Shareholder

\_\_\_\_\_  
Second Shareholder

\_\_\_\_\_  
Third Shareholder

**Annexure – 2**  
**INDEMNITY**  
**(On stamp paper of Rs. 300/-)**

Date: \_\_\_\_\_

To,  
Secretarial Department,  
THE SANDESH LIMITED  
"Sandesh Bhavan", Lad Society Road,  
B/h. Vastrapur Gam, P.O. Bodakdev,  
Ahmedabad-380054 (Gujarat-India)

Dear Sir,

**Sub: Indemnity for Issue of Duplicate Dividend Warrant(s) / Direct Credit of Dividend Amount into my/our Bank Account**

I/We, \_\_\_\_\_ son of/ wife of / daughter of \_\_\_\_\_ (hereinafter called as "Applicant(s)") residing at \_\_\_\_\_ who is/was/are/were holding \_\_\_\_\_ Equity shares under Folio No./ DP ID/ Client ID \_\_\_\_\_, in M/s. **The Sandesh Limited** (hereinafter referred to as the "Company") hereby request you to issue us/me the Duplicate Dividend warrant(s)/draft(s) or directly credit the Dividend Amount into my/our Bank Account for the Financial Year from \_\_\_\_\_ to \_\_\_\_\_ in lieu of the following original Dividend warrant(s)/drafts(s) which is/are lost / misplaced / not traceable and have not been encashed by us/me:-

Dividend due on / [Financial Year(s)]	Warrant No. / Demand Draft No.	Dividend Amount (Rs.)

In case, at a later date, if it is proved that the amount(s) has/have been realized/credited to my/our account earlier, I/we hereby for myself/ ourselves, my/our heir(s), executor(s), administrator(s) and assignee(s) do hereby jointly and severally covenant with the Company, agree to indemnify and to pay the legal fees to the Company against all claims, damages, costs, losses, charges, demands and expenses which may be made against or suffered or incurred by the Company by reason of and in consequence of such issue of Duplicate Dividend Warrant(s)/ Draft(s) or direct credit of dividend account into my/our Bank Account or otherwise howsoever in relation thereto.

I/We hereby unconditionally and irrevocably submit to the exclusive jurisdiction of the Competent Forum / Court in Ahmedabad with regard to any question or matter arising out of this undertaking and/or any other documents that may be executed by me/us or any of us in pursuance hereof arising therefrom.

I/We undertake to surrender the said original dividend warrant(s) / draft(s) to the Company for cancellation, if and when the same is/are found at a later date.

I/We solemnly affirm and declare that whatever stated hereinabove is true and correct to the best of my/our knowledge and belief.

Name, Address & Signature of Shareholder(s) :

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
First Shareholder      Second Shareholder      Third Shareholder

Name, Address & Signature of Witness:

**(PAN Card and Aadhar Card required for witness)**



