

27<sup>th</sup> July, 2023

The Manager – Listing  
BSE Limited  
BSE Code- 501455

The Manager - Listing  
National Stock Exchange of India Limited  
NSE Code- GREAVESCOT

Dear Sir/Madam,

**Sub: Disclosure under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015**

**Re: Reminder letter sent to shareholders for claiming dividend/ transfer of shares to Investor Education and Protection Fund (IEPF) Authority**

Please find enclosed a specimen of the reminder letter sent to the concerned shareholders whose dividend remains unpaid/ unclaimed for seven or more consecutive years and whose shares are liable to be transferred to the IEPF authority as per Section 124(6) of the Companies Act, 2013 read with Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, as amended from time to time.

This is submitted for your information and records.

Thanking you,

Yours faithfully,  
For Greaves Cotton Limited

Atindra Basu  
Group General Counsel & Company Secretary

Encl.: As above

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**Greaves Cotton Limited**

**Email ID:** investorservices@greavescotton.com | **Website:** www.greavescotton.com

**Registered Office:** J-2, MIDC Industrial Area, Chikalthana, Aurangabad - 431210, India

**Corporate Office:** Unit No.1A, 5th Floor, Tower 3, Equinox Business Park, LBS Marg, Kurla West, Mumbai - 400070, India

**Tel:** +91 22 41711700 | **CIN:** L99999MH1922PLC000987

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Date: 24<sup>th</sup> July, 2023

**SPECIMEN**

Name of Shareholder:

Address of Shareholder:

**REF: Folio/DP ID/CL ID No.:**

**Dear Shareholder(s),**

**Sub: Reminder to Claim unpaid/ unclaimed dividend for Financial Year 2015-16 (Final) / Transfer of shares of Greaves Cotton Limited to Investor Education and Protection Fund (IEPF) Authority**

As per Section 124(5) of the Companies Act, 2013 ('the Act') read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 ('the Rules') and subsequent amendment thereto, all unpaid and unclaimed dividends are required to be transferred by the Company to the Investor Education and Protection Fund ('IEPF') established by the Central Government, after expiry of seven years from the date of transfer to unpaid dividend account. The details of such unpaid / unclaimed dividend are regularly updated on the website of the Company at <http://www.greavescotton.com/investors>.

As per Section 124(6) of the Act read with the Rules and subsequent amendment thereto, all shares in respect of which dividend has remained unpaid or unclaimed for seven consecutive years or more shall be transferred in favour of the demat account of the IEPF Authority. However, where there is a specific order of Court or Tribunal or Statutory Authority restraining any transfer of such shares and payment of dividend or where such shares are pledged or hypothecated under the provisions of the Depositories Act, 1996, the Company will not transfer such shares to the IEPF Authority.

As per the records of the Company, final dividend for the Financial Year 2015-2016 and subsequent dividends paid till Financial Year 2021-2022 on the shares then held by you remains unclaimed. Please note that the due date for claiming final dividend pertaining to Financial Year 2015-16 is 31<sup>st</sup> October 2023.

**ACTION REQUIRED FROM YOU :** You are therefore, requested to claim the unencashed dividends due to you by sending following documents to the Company at [investorservices@greavescotton.com](mailto:investorservices@greavescotton.com) or to the Company's Registrar and Share Transfer Agent at [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com) preferably by Monday, 16<sup>th</sup> October 2023:

**SHAREHOLDERS HOLDING SHARES IN ELECTRONIC FORM** shall submit a (a) self-attested copy of the client master list; and (b) undertaking duly filled and signed (enclosed to the letter). Payment will be made to the Bank Account registered against the Demat account.

**SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM** shall submit the Investor Service Request Form ISR-1, Form ISR-2 and Form No. SH-13 (Nomination Form) duly signed as per the instructions stated therein along with the supporting documents (a) undertaking duly filled and signed (attached to the letter); (b) Copy of a cancelled cheque; (c) copy of PAN and Address proof.

The Investor Request Forms are available at the website of the Company at <http://www.greavescotton.com/investors> and at the website of our RTA at: <https://ris.kfintech.com/clientservices/ISC>

As per SEBI Circular dated 16<sup>th</sup> March 2023, outstanding payments will be credited directly to the bank account if the folio is KYC Compliant. A folio will be KYC compliant on registration of all details viz. full address with pin code, mobile number, email id, bank details, Valid PAN linked to Aadhaar of all holders in the folio, nomination, etc.

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As per SEBI norms outstanding payments will be credited directly to the bank account if the folio is KYC Compliant. **Payment can be made to shareholders holding shares in physical form if the folio is KYC compliant.**

In the absence of receipt of valid claim by the shareholder, the Company would be transferring the dividend along with said shares to IEPF without further notice, in accordance with the requirements of the said Rules.

**Please note that no claim shall lie against the Company in respect of unclaimed dividend amount and shares transferred to IEPF pursuant to the said Rules.**

In the event of failure to claim the unencashed dividend by you before the date mentioned above, new share certificate(s) in lieu of the original share certificate(s) will be issued and transferred in favour of the IEPF Authority on completion of necessary formalities, if you are holding shares in physical form. Hence, the original share certificates which stand registered in your name will be deemed cancelled and non-negotiable. If you are holding shares in demat form, the Company shall inform the Depositories to execute the corporate action and debit the shares lying in your demat account and transfer such shares in favour of the IEPF Authority.

**Please note that in the absence of bank details registered against your account with the RTA / Depository Participant, the payment of outstanding dividend amount cannot be effected.**

#### Claim for IEPF:

As per the IEPF Rules, both the unclaimed dividend amount and the shares transferred to the IEPF Authority including all benefits accruing on shares, if any, can be claimed by making an online application in the prescribed e-Form IEPF-5 available on the website [www.iepf.gov.in](http://www.iepf.gov.in) and thereafter sending the physical copy of the same duly signed (as per the specimen signature recorded with the Company) to the Company along with the required documents enumerated in e-Form IEPF-5.

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

<b>Greaves Cotton Limited</b> Investor Services Department <b>Corporate Office:</b> Unit No. 1A, 5th Floor, Tower 3, Equinox Business Park, LBS Marg, Kurla (West), Mumbai - 400070 Tel: 022-41711700 Email: <a href="mailto:investorservices@greavescotton.com">investorservices@greavescotton.com</a>	KFin Technologies Limited <b>Unit: Greaves Cotton Limited</b> Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad-500032, Toll Free No.: 1800 309 4001 Email: <a href="mailto:einward.ris@kfintech.com">einward.ris@kfintech.com</a>
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Thanking You,  
Yours faithfully,

**For Greaves Cotton Limited**

Sd/-  
**Atindra Basu**  
Group General Counsel & Company Secretary

#### Greaves Cotton Limited

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**LETTER OF UNDERTAKING**

To,  
**Greaves Cotton Limited**  
Investor Services Department  
Unit No. 1A, 5th Floor, Tower 3,  
Equinox Business Park, LBS Marg, Kurla (West),  
Mumbai- 400070

**Ref: Folio No./ DP Id /Client Id:**

I/We here by confirm that I /We have not encashed, negotiated or otherwise dealt in any of the dividend(s) paid by Greaves Cotton Limited ("the Company") for last seven years so as to create any adverse claim upon the amount of the dividend warrants(s).

In consideration of you issuing to me/us Demand Draft(s)/ Pay Order(s) in lieu of the dividend warrant(s) issued to me/us and remaining unpaid/ unclaimed in my/our name(s) and which are irretrievable / lost/ misplaced or crediting the dividend amount(s) directly to my bank account as mentioned below, I/We hereby agree and undertake to hold you harmless and to keep you protected from/ against all losses, cost or damages which you may sustain or incur by reason of you issuing Demand Draft(s)/ Pay Order(s) / crediting amounts to my bank account or by the Original Dividend Warrant(s) being, at any time, found and presented for payment by any person(s) 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 Warrant(s), should it be found by me/us or come into my/ our possession at any time hereafter.

	Name	Signature
<b>First Holder:</b>		
<b>Email ID:</b>		
<b>Mobile No.:</b>		
<b>Joint Holder 1:</b>		
<b>Joint Holder 2:</b>		
<b>Witness 1</b>		
<b>Witness 2</b>		
<b>Address of First Holder:</b>		

Dated: \_\_\_\_\_

**Note: Please note that the 'Undertaking' will be considered only if the same is complete in all respects. Ensure the name and address of first holder and joint holder(s), as applicable, are filled correctly and it is duly signed by all the holders and two witnesses. Kindly enclose self-attested copies of pan cards and original cancelled cheque leaf with name pre-printed.**

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