



BOMBAY DYEING

**THE BOMBAY DYEING AND MANUFACTURING COMPANY LIMITED**

[CIN: L17120MH1879PLC000037]

Registered Office: Neville House, J. N. Heredia Marg, Ballard Estate, Mumbai – 400001  
Corporate Office: C-1, Wadia International Center, Pandurang Budhkar Marg, Worli, Mumbai – 400025  
Email: grievance\_redressal\_cell@bombaydyeing.com Website: www.bombaydyeing.com  
Phone: (91) (22) 6662 0000; Fax: (91) (22) 6619 3262

Date: 15<sup>th</sup> November, 2016

Ref. Folio /DP ID – Client ID :

**IMPORTANT & URGENT NOTICE FOR YOUR IMMEDIATE ACTION**

Dear Shareholder(s),

**SUB.: Compulsory transfer of Equity Shares of the Company to the Investor Education and Protection Fund (IEPF) Suspense Account**

We communicate you this intimation as one of our long term valued shareholders.

As you are aware, dividend declared by the Company is remitted either electronically or by sending dividend warrant to the registered address of the shareholders. Shareholders have been intimated periodically to claim unencashed dividend, if any.

As per Section 124(5) of the Companies Act, 2013, all unpaid or unclaimed dividends for a period of seven years are required to be transferred by the Company to the Investor Education and Protection Fund (IEPF) established by the Central Government. We regularly upload on our website as also on the website of the Ministry of Corporate Affairs, Government of India, full details of such unpaid or unclaimed dividends before transferring to IEPF.

Further, Section 124(6) requires that all shares in respect of which unpaid or unclaimed dividend has been transferred to IEPF, shall also be transferred to IEPF. Ministry of Corporate Affairs has recently notified "Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016" which have come into force from September 7, 2016. **The said Rules, amongst other matters, contain provisions for transfer of all shares in respect of which dividend has not been paid or claimed for seven consecutive years or more in the name of IEPF Suspense Account.**

From our records we find that dividend against equity shares held in your name remains unpaid/unclaimed for a period of seven consecutive years commencing from the financial year 2008-09. We request you to claim the unpaid/unclaimed dividends due to you by making an application immediately to Karvy Computershare Pvt. Ltd., Registrar and Transfer Agents of the Company on or before November 30, 2016. In case you fail to claim the above dividend, all your shares (whether held in physical or electronic form) will be transferred by the Company to IEPF Suspense Account. Kindly note that the dividend for Financial Year 2008-09 has already been transferred to IEPF.

As per the above mentioned rules, shares held in **physical form are liable to be transferred to IEPF Suspense Account, by issuing duplicate share certificates by the Company and upon issue of such duplicate share certificates, the original share certificate(s) which stand registered in your name will be deemed cancelled and non-negotiable.**

**In case shares are held in demat form and are liable to be transferred to IEPF Suspense Account, the Company will give Delivery Instruction Slip to the Depository for transfer of shares to IEPF.**

However, you can claim from IEPF Authority both unclaimed dividend amount and the shares transferred to IEPF Suspense Account by making an application in Form IEPF-5 online and sending the physical copy of the same duly signed (as per registered specimen signature) along with requisite documents enumerated in the said Form IEPF-5 to the Company at its Corporate Office or to Karvy Computershare Pvt. Ltd., Registrar and Transfer Agents of the Company for verification of your claim. We shall send a verification report to IEPF Authority for refund of the unclaimed dividend amount and transfer of the shares back to the credit of the shareholder. As per the above mentioned rules, only one such request can be made in one year.

In case we do not hear anything from you on this intimation letter by **November 30, 2016**, we shall, with a view to complying with the requirements of the said Rules, transfer the shares to IEPF Suspense Account by the due date as per procedure stipulated in the Rules, without any further notice. **Please note that no claim shall lie against the Company in respect of unclaimed dividend amount and shares transferred to IEPF Authority pursuant to the said Rules.**

The IEPF Rules and the application form (Form IEPF-5), as prescribed by the Ministry of Corporate Affairs, are available on the website of the Company at [www.bombaydyeing.com](http://www.bombaydyeing.com) as also on the website of the Ministry of Corporate Affairs at [www.iepf.gov.in](http://www.iepf.gov.in).

Please feel free to contact the Company / Karvy Computershare Pvt. Ltd. in case you have any queries at their following address / email / telephone number:

<b>The Bombay Dyeing &amp; Mfg. Co. Ltd.</b> Secretarial Department, C-1, Wadia International Center, Pandurang Budhkar Marg, Worli, Mumbai – 400025. Tel.: 022-66620000 Email: <a href="mailto:grievance_redressal_cell@bombaydyeing.com">grievance_redressal_cell@bombaydyeing.com</a> Website: <a href="http://www.bombaydyeing.com">www.bombaydyeing.com</a>	<b>Karvy Computershare Private Limited</b> Unit: <b>The Bombay Dyeing &amp; Mfg. Co. Ltd</b> Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad – 500 032  Toll Free No.: 1800-4258-998 Email: <a href="mailto:einward.ris@karvy.com">einward.ris@karvy.com</a> Website: <a href="http://www.karvy.com">www.karvy.com</a>
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Thanking you,

Yours faithfully,  
For **The Bombay Dyeing & Mfg. Co. Ltd.**

Sd/-  
**(Sanjive Arora)**  
Company Secretary