



**CENTURY PLYBOARDS (INDIA) LIMITED**

(CIN: L20101WB1982PLC034435)

**Registered Office:** P-15/1, Taratala Road, Kolkata - 700 088;

**Phone:** (033) 39403950; **Fax:** (033) 2401 5556;

**Website:** [www.centuryply.com](http://www.centuryply.com); **Email:** [investors@centuryply.com](mailto:investors@centuryply.com)

SRL NO: -----

Date :

TO,

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Folio No. ----- No. of shares:-----

Sub: Transfer of shares in respect of which dividend has been unpaid/unclaimed for seven consecutive years or more, in the name of Investor Education and Protection Fund.

As per Unclaimed Data maintained with the Bank, we have found that you have not claimed / encashed dividend on the aforesaid shares declared by the Company for the financial year 2011-12 and onwards.

In terms of provisions of Section 125 of the Companies Act 2013, unpaid or unclaimed dividend for a period of seven years from the date of such transfer shall be transferred by the company to the Investors Education and Protection Fund.

Further, Section 124(6) of the Companies Act 2013 provides that all shares in respect of which dividend has not been claimed for seven consecutive years or more shall be transferred by the company in the name of Investor Education and Protection Fund (IEPF).

The Ministry of Corporate Affairs has prescribed the rules in respect of the above provisions viz Investor Education & Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules 2016, which requires transfer of such shares and the procedure to be followed for the same.

Since you have not encashed your dividend for the FY 2011-12 onwards, your shares are required to be transferred to IEPF.

You are, therefore, requested to claim above Dividend within 11/01/2020 along with all documentary evidence i.e. (i) self-attested photocopy of PAN Card (ii) self-attested photocopy of Bank Pass Book / Statement or Passport or Voter ID towards proof of address (iii) copy of any letter issued by the Company showing your Folio No. and (iv) Letter of Indemnity as per draft attached and (v) NACH form enclosed along with cancelled cheque leaf with the name of the shareholder printed thereon and if the name is not printed, in addition, provide self attested photocopy of bank passbook/statement failing which the Shares held by you will be transferred to the Fund.

Please submit all necessary documentary evidence and Letter of Indemnity as per draft attached within the aforesaid period to enable us to process your letter of claim.

Thanking you,

**For Century Plyboards (India) Limited**

Company Secretary

Encl: as stated

Note: This being Computer Generated Letter, no signature is necessary.

SRL NO: -----

LETTER OF INDEMNITY  
(To be executed on Non-Judicial stamp paper of Rs. 100/-)

Date:

To  
Company Secretary  
CENTURY PLYBOARDS (INDIA) LIMITED  
P-15/1, Taratala Road, Kolkata - 700 088

Folio No/ Client ID No. -----

Dear Sir/Madam,

The following Dividend warrant no(s) appear to have been lost or misplaced from my custody/lost in postal transit and not returned to the Company or its Registrars as undelivered mail.

| Warrant No. | Dividend for the year | Dividend Amount (Rs) |
|-------------|-----------------------|----------------------|
|-------------|-----------------------|----------------------|

Indemnity

In consideration of the Company issuing to me Pay Order/Demand Draft(s) for the aforesaid Dividend warrant for the above mentioned year(s), in lieu of the original Dividend warrant(s) which has been lost, destroyed or mislaid, I hereby undertake and engage for myself, my Executors, Administrators and Assigns, to hold the Company and the Directors and Officers thereof harmless and indemnified against all suits, actions, proceedings, charges, damages, demands, costs, losses and expenses which may arise in the event of the said original Dividend warrant being paid or forthcoming at any future time, or otherwise in consequence of the Company issuing Pay Order/Demand Draft(s) as aforesaid and I request that such Pay Order/Demand Draft(s) be made accordingly.

I further undertake that in the event of the original Dividend warrant eventually coming into my possession, I will forward it to the Company for cancellation.

Witness to the Signature

Yours faithfully,

( alongwith full name, address and signature)

Signature:

Signature:

Name :

Name :

Address:

Address: