



DCW LIMITED

Registered Office : Dhrangadhra - 363 315, Gujarat
Head Office : Nirmal, 3rd Floor, Nariman Point, Mumbai - 400 021
Tel. No. : 22871914, 22871916, 22020743, Fax: 22 2202 8838
CIN No. : L24110GJ1939PLC000748, Website : www.dcwlimited.com Email : legal@dcwlimited.com

COMMUNICATION NOTE PROVIDING RELEVANT INFORMATION TO CLAIM THE SHARES FROM THE COMPANY ON WHICH DIVIDEND IS UNPAID OR UNCLAIMED

Dear Member(s),

Sub: Transfer of Equity Shares of the Company to the Investor Education and Protection Fund (IEPF) Account

As per Section 124(6) of the Companies Act, 2013, read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 and amendments there of ("the Rules"), all shares in respect of which dividend has not been paid or claimed for seven consecutive years or more shall also be transferred in the name of IEPF

The requisite details of shares which are liable to be transferred to IEPF is uploaded on the website of the Company at www.dcwlimited.com. The shareholders may verify the details of their holdings liable to be transferred to IEPF from the said link.

As per the records, you have not en-cashed your dividends for seven continuous years or more and accordingly, in terms of the above Rules, your shares are liable to be transferred to IEPF, if any. You are requested to immediately claim your unpaid dividends and avoid the transfer of your shares to IEPF by sending following documents to us or to M/s Bigshare Services Private Limited., Registrar and Transfer Agents (RTA) of the Company at the address mentioned in this letter, on or before September 16, 2020.

1. Letter of Undertaking duly filled and signed (format of the same is available on Company's and Registrar's Website)
2. Self-attested copy of Pan Card and Address Proof
3. Copy of Cancelled Cheque
4. Signature duly attested by your banker, in the format attached
5. Updated Client master card.

As per the above mentioned rules, shares which are held in physical form are liable to be transferred to IEPF, by issuing duplicate share certificates 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 the shares are held in dematerialized form and are liable to be transferred to IEPF, the Company shall inform the depository by way of corporate action, where the shareholders have their accounts for transfer in favour of the IEPF Authority.

However, you can claim from IEPF Authority both unclaimed dividend amount and the shares transferred to DEMAT Account of IEPF Authority by submitting an application in Form IEPF-5 online and send 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 Registered Office 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 demat account.

Please note that the due date for transferring dividend and shares to IEPF for Financial Year 2012-13 is on or before September 16, 2020. In case we do not hear anything from you on this intimation letter by September 16, 2020, we shall, with a view to comply with the requirements of the said Rules, transfer the shares to IEPF 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.**

Please feel free to contact the Company/Bigshare Services Private Limited in case you have any queries at their following address / email / telephone number:

DCW Limited Head Office: Nirmal, 3rd Floor, Nariman Point, Mumbai - 400 021, Phone: 022 - 22871914, 22871916, 22020743, Fax: 22 2202 8838, E-Mail: legal@dcwlimited.com	Bigshare Services Private Limited, 1st Floor, Bharat Tin Works Building, Opp. Vasant Oasis, Makwana Road, Marol, Andheri East, Mumbai 400059 Tel No 022 62638221/222/223/258 E-mail : joyv@bigshareonline.com
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Thanking you,

Yours faithfully,

For DCW Limited

Sd/-

Dilip Darji

General Manager (Legal) & Company Secretary
Membership No. ACS-22527



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Date: _____

LETTER OF UNDERTAKING

Reference: Folio No. DPID / CLID :

I/We hereby confirm that I/we have not encashed, negotiated or otherwise dealt in some of the dividend paid by the Company in last seven years, so as to create any adverse claim upon the amount of the dividend warrant(s).

In consideration of your issuing to me/us all Demand Draft(s)/Pay Order(s) in lieu of the Dividend Warrant(s) lying unclaimed/ unpaid in my/our name(s)and which are irretrievable/lost or misplaced or crediting the amounts 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, costs or damages which you may sustain or incur by reason of your issuing Demand Draft(s)/ Pay Order(s)or by the original Dividend Warrant(s) being, at anytime, 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.

The bank account details for electronic credit of all future dividends are as under:

Name of the shareholder(s) :	
First Holder	
Joint Holder 1	
Joint Holder 2	
Address of First Holder :	
Name of Bank:	
Name of Branch	
Account Number	
Account Type [Saving / Current / Cash Credit]:	
9 Digit MICR Number please enclose a photocopy of a copy of cheque	
11 Digit IFSC Code	

Signature

Encl :

1. Self-attested copy of Pan Card and Address Proof
2. Copy of Cancelled Cheque
3. Signature duly attested by your banker, in the format attached
4. Updated Client master card.

TO WHOMSOEVER IT MAY CONCERN

Sub : Sign Verification

With reference to the subject we hereby confirm that, the following bank account holder holds the bank account with us since more than last six months & his specimen signature is matching with the specimen signature registered with us.

Name of Bank Account holder	:	
Bank Account Number	:	
Name of Bank & Branch	:	
Phone No. of Branch	:	
Specimen signature of Account holder	:	

For _____
(Name of bank)

(Signature & bank seal)

Name:

Designation:

Employee code:

Date :