

ALBERT DAVID LTD.
(CIN: L51109WB1938PLC009490)
Registered Office: 15, Chittaranjan Avenue, Kolkata - 700072
Tel: 033-2212-9700, 9637, 9592, Fax: 033-2225-8714
Email: adidavid@dataone.in; website: www.albertdavidindia.com

SRL NO:

Date : 17/11/2016

TO,

Folio No No. of shares:

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

Dear Sir/ Madam,

As you are aware, dividend declared by the Company is remitted either electronically or by sending dividend warrants to the registered address of the eligible share holders.

As per Section 124(5) of the Companies Act, 2013, all unpaid or unclaimed dividends for a period of seven years are 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 OF ALBERT DAVID LTD.

You are requested to immediately claim your unpaid dividends from the Company and avoid the transfer of your shares 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 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 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 or to Maheshwari Datamatics Pvt. Ltd., RTA 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.

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SRL NO:

In case we do not hear anything from you on this intimation letter by 30th November, 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 on the website of the Ministry of Corporate Affairs at www.iepf.gov.in.

Please feel free to contact the Registrar & Share Transfer Agents, Maheshwari Datamatics Pvt. Ltd. in case you have any queries at their following address /email / telephone number:

Maheshwari Datamatics Pvt. Ltd.
CIN: U20221WB1982PTC034886
23, R.N Mukherjee Road, 5th Floor,
Kolkata -700001
Telephone Nos. 033-2248-2248, 2243-5029
Fax: 033-22484787
Mail ID - mdpldc@yahoo.com

For ALBERT DAVID LTD.

Sd/-

Indrajit Dhar
Associate Vice President (Accounts & Taxation)
-cum-Company Secretary

SRL NO:

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

Date:

To Company Secretary
ALBERT DAVID LTD.
15, CHITTARANJAN AVENUE
KOLKATA
700072

Folio No/ Client ID No.

Dear Sir,

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)
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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: