



REC Limited | आरईसी लिमिटेड

(भारत सरकार का उद्यम) / (A Government of India Enterprise)

Regd. Office: Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi - 110003

Corporate Office: REC World Headquarters, Plot No. 1-4,

Near IFFCO Chowk Metro Station, Sector-29, Gurugram - 122001 (Haryana)

Tel: +91 124 444 1300 | Website: www.recindia.nic.in

CIN : L40101DL1969GOI005095 | GST No.: 06AAACR4512R3Z3

Date: December 14, 2021

Ref: Folio No./DP ID - Client ID No. IN30075711198306

Dear Shareholder(s),

Sub: Transfer of Equity Shares of the Company to the Demat account of IEPF Authority.

Pursuant to the provisions of Section 124 (5) & (6) of the Companies Act, 2013 and Investor Education and Protection Fund (IEPF) Authority (Accounting, Auditing, Transfer and Refund) Rules, 2016 (the Rules); the Company is required to transfer :-

- Dividend amounts which remain unclaimed / unpaid for seven years; and
- Equity shares on which dividend amounts have not been claimed for seven consecutive years; to IEPF, a fund constituted by the Government of India under Section 125 of the Companies Act, 2013.

The Company has been sending reminder letters to the shareholders with a request to claim their dividend amounts and also issued notices in newspapers, from time to time, in order to invite attention of shareholders to claim their dividend amounts. The Company has also uploaded the details of unclaimed/unpaid amounts pertaining to shareholders of the Company containing information like name, address, amount due to be transferred to IEPF and due date of transfer of amount to IEPF on its website at www.recindia.nic.in

It is pertinent to mention that the due date for transfer of unpaid/unclaimed amount relating to Interim Dividend for the financial year 2014-15 to IEPF is March 15, 2022. As per our records, the following dividends which were processed for payment to you during last seven years (with reference to interim dividend for the financial year 2014-15 & onwards) have remained unpaid/ unclaimed:

Financial year	Interim / Final	Date of payment	Dividend Amount (₹)
2014-15	Interim	February 27, 2015	
	Final	October 7, 2015	
2015-16	Interim	February 25, 2016	
	Final	October 4, 2016	
2016-17	Interim	March 6, 2017	
	Final	October 9, 2017	
2017-18	Interim	February 27, 2018	
	Final	October 15, 2018	
2018-19	Interim	March 19, 2019	
2019-20	Interim	February 24, 2020	
2020-21	Interim	December 3, 2020	
	2 nd Interim	March 30, 2021	
	Final	October 21, 2021	
Total			

Note:— Amounts of unpaid/unclaimed Dividend prior to Interim dividend for the financial year 2014-15 pertaining to you, if any, have already been transferred to IEPF, as per extant IEPF Rules.

In view of the above, you are advised to send the duly filled and signed Letter of Undertaking (as enclosed) along with requisite supporting documents, to our Registrar and Transfer agent viz. KFin Technologies Private Limited, at below mentioned address. In case, the above requisite documents are not received on or before **March 15, 2022**, the equity shares held by you along with unpaid amount of Interim Dividend for the financial year 2014-15, having completed seven years, will be transferred to IEPF Authority, as per procedure stipulated in the said Rules, without any further notice. **Please note that no claim shall lie against the Company in respect of unclaimed dividend amount or shares, once the same are transferred to IEPF Authority, pursuant to the said Rules.**

Regional Offices: Bengaluru, Bhopal, Bhubaneswar, Chennai, Dehradun, Guwahati, Hyderabad, Jaipur, Jammu, Kolkata, Lucknow, Mumbai, Panchkula, Patna, Raipur, Ranchi, Shimla, Thiruvananthapuram & Vijaywada

State Offices : Vadodara, Varanasi

Training Centre : REC Institute of Power Management & Training (RECIPMT), Hyderabad

Shareholders may note that both the unclaimed/unpaid dividend amount and corresponding shares transferred to IEPF Authority, including all benefits accruing on such shares, if any, in future can be claimed back, following the procedure as prescribed in the Rules.

Further, in case of any query or assistance, please feel free to contact the Company/KFin Technologies Private Limited at the address /email /telephone number as given below:-

REC Limited Registered Office: Core 4, SCOPE Complex, 7 Lodhi Road, New Delhi – 110003 Corporate Office: Plot No. I-4, Sector 29, Gurugram, Haryana-122001 Telephone No. +91-11-4309 1500/1501 Email: complianceofficer@recl.in	KFin Technologies Private Limited (Formerly Karvy Fintech Private Limited) Unit:REC Limited Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 032 Telephone No.: 040-671615 71 Email : einward.ris@kfintech.com
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Thanking you,

**Yours faithfully,
For REC Limited**

**(M. L. Kumawat)
Sr.General Manager(Fin.)-CS**

Encl.: a/a

LETTER OF UNDERTAKING
FOR ISSUE OF DUPLICATE DEMAND DRAFT/PAY ORDER/DIRECT CREDIT

KFin Technologies Private Limited
(Unit: REC Limited)
Selenium Tower B,
Plot 31-32, Gachibowli Financial District,
Nanakramguda, Hyderabad – 500 032.

REF : FOLIO/DPID/CLIENT ID:

I/We hereby confirm that I/we have not en cashed, negotiated or otherwise dealt in any of the dividend paid by the Company in previous financial years, so as to create any adverse claim upon the amount of the dividend warrant(s). The following are the details of the unclaimed dividends for the respective financial years:

Financial year	Interim / Final	Date of payment	Dividend Amount (₹)
2014-15	Interim	February 27, 2015	
	Final	October 7, 2015	
2015-16	Interim	February 25, 2016	
	Final	October 4, 2016	
2016-17	Interim	March 6, 2017	
	Final	October 9, 2017	
2017-18	Interim	February 27, 2018	
	Final	October 15, 2018	
2018-19	Interim	March 19, 2019	
2019-20	Interim	February 24, 2020	
2020-21	Interim	December 3, 2020	
	2 nd Interim	March 30, 2021	
	Final	October 21, 2021	
Total			

In view of the fact that the Dividend Warrant(s) in respect of the above amounts are lying unclaimed/unpaid in my/our name(s) and/or which are irretrievable/lost or misplaced, you are requested to issue Demand Draft(s)/Pay Order(s) in lieu of the above Dividend Warrant(s) or credit the amounts directly to my bank account as per details mentioned below.

Further, I/we hereby agree and undertake to hold the Company, its Directors and officers harmless and to keep them protected from/against all losses, costs or damages which you may sustain or incur by reason of the Company issuing Demand Draft(s)/ Pay Order(s) or by the original Dividend Warrant(s) being, at any time, 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.

	Name	Signature
First Holder:		
Second holder:		
Third holder:		
Address of first holder:		
<u>Bank Account Details : (for electronic credit of unpaid dividends, all future dividends and any other due amounts)</u>		
Name of the Bank & Branch		
Account Number (as appearing in your cheque book)		
Account Type (Saving / Current / Cash Credit)		
9 Digit MICR Number (Please enclose a photocopy of the Cheque for verification)		
11 Digit IFSC Code		
<u>Witness1:</u>		<u>Witness2:</u>
Name :		Name :
Address :		Address :
Signature :		Signature :

Dated:

Note 1: For the undertaking to be considered complete, please ensure the name, address and bank details of first holder and joint holder(s), as applicable, are filled correctly and it is duly signed by all the holders and two witnesses.

Note 2: Please note that if the dividend amount is in excess of Rs.500/- then the 'Letter of Undertaking' shall be executed on Rs.20/- Non-Judicial Stamp Paper or franking of Rs.20/- would suffice.