

25<sup>th</sup> November, 2016

Dear Sir / Madam,

**Sub: Mandatory Transfer of Shares to Investor Education Protection Fund (IEPF) Suspense Account**

1. You may be aware that the dividends declared by the Company are remitted either electronically to the shareholder's desired bank account or by dispatching the physical dividend warrants through post or courier to the registered address of the shareholders.
2. As per Section 124(5) of the Companies Act, 2013, all the dividends, which remain unclaimed for a period of seven (7) years after to its date of transfer to unpaid dividend account, are required to be transferred by the Company to the Investor Education and Protection Fund (IEPF) established by the Central Government. We upload on our website and also on the website of the Ministry of Corporate Affairs (MCA), the relevant / required details of such unpaid or unclaimed dividends, every year.
3. The details of the above said unpaid / unclaimed dividends for the last seven (7) years have already been uploaded on the website of the Company at [www.adorwelding.com](http://www.adorwelding.com), to enable you claim the said unclaimed dividends. You may kindly write (format available on [www.adorwelding.com](http://www.adorwelding.com)) to us or to our Registrar & Share Transfer Agent (RTA), Sharex, at the following addresses and claim the said unclaimed dividend latest by 09<sup>th</sup> December, 2016:

**M/s. Ador Welding Limited, (AWL)**  
Ador House, 6, K. Dubash Marg,  
Fort, Mumbai – 400 001-16,  
Maharashtra, India  
**Tel.:** +91 22 6623 9300 / 2284 2525  
**Email:** [investorservices@adorians.com](mailto:investorservices@adorians.com)  
**Website:** [www.adorwelding.com](http://www.adorwelding.com)

**M/s. Sharex Dynamic (India) Pvt. Ltd., (Sharex)**  
Unit No.1, Luthra Industrial Premises,  
Andheri Kurla Road, Safed Pool, Andheri (East),  
Mumbai - 400 072, Maharashtra, India  
**Tel.:** + 91 22 2851 5606 / 6638  
**Email:** [sharexindia@vsnl.com](mailto:sharexindia@vsnl.com)  
**Website:** [www.sharexindia.com](http://www.sharexindia.com)

4. The dividends declared upto FY 2008-09 and lying with the Company as unclaimed, for a period of seven (7) years, have already been transferred to the IEPF.
5. Further, Section 124(6) of the Companies Act, 2013 requires that all the shares, in respect of which unpaid or unclaimed dividends have been transferred to IEPF, shall also be transferred to IEPF Suspense Account. MCA has notified on 05<sup>th</sup> September, 2016, the "Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016," which have come into force from 07<sup>th</sup> September, 2016. **These Rules, amongst other things, contain provisions for transfer of all the shares, in respect of which dividends have not been paid or claimed for seven (7) consecutive years or more, to / in the name of IEPF Suspense Account.**
6. In view of the above, this is to inform you that, as per the records of the Company, the dividends declared by the Company in the last 7 consecutive Financial Years (FY), i.e. from FY 2009-10 to FY 2015-16 are reflected as unclaimed / unpaid in respect of your Folio / Client ID – DP ID. We hereby request you to claim the said unpaid / unclaimed dividends due to you immediately by making an application to our RTA (Sharex) latest by 09<sup>th</sup> December, 2016.



7. If we (AWL / Sharex) do not receive any communication from you in this regard by 09<sup>th</sup> December, 2016, the Company will transfer all the underlying shares, for which the dividends have remained unpaid / unclaimed for 7 consecutive years, to the 'Investor Education Protection Fund (IEPF) Suspense Account'. Please note that no claim shall lie against the Company in respect of the said unclaimed dividend amounts and the corresponding shares, transferred to IEPF Authority, pursuant to the said Rules.
- 7.1. 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(s) registered in your name will be deemed "cancelled and non-negotiable".
- 7.2. In case the shares are held in demat form and are liable to be transferred to IEPF Suspense Account, then the Company will give Delivery Instruction Slip/s to the Depository Participant (DP) for transfer of shares to IEPF Suspense Account.
8. Further, kindly note that the dividends, which remain unpaid / unclaimed for a period of 7 years from the date of its transfer to 'Unpaid Dividend Account', shall continue to be transferred to IEPF, as per the provisions of the Companies Act, 2013.
9. You can, however, claim from IEPF Authority, both unclaimed dividend amounts and the shares transferred to IEPF Suspense Account, by making an application in Form IEPF-5 online ([www.iepf.gov.in](http://www.iepf.gov.in)) and by sending the physical copy of the same, duly signed (as per the registered specimen signature) along with requisite documents, enumerated in the said Form to the Company at its Registered Office or to RTA, Sharex, for verification of your claim. We shall send a verification report to IEPF Authority to process your claim. As per the above mentioned rules, only one such request can be made in one year.
10. You may opt for NECS option to receive your future dividends, if declared, on time, so that next year onwards the dividends will be directly credited to your Bank Account without any inconvenience. If you wish to avail the said NECS facility, kindly register your bank details in the following manner:
- 10.1 If you are holding Shares in Physical form, kindly submit the 'NECS Mandate Form' duly signed, (format available on [www.adorwelding.com](http://www.adorwelding.com)) and send it to our RTA, Sharex, along with a copy of a cancelled cheque leaf of your Bank Account, in which you wish to receive the direct credits of your future dividends, if any.
- 10.2 If you are holding Shares in Demat form, kindly contact your DP for updating the NECS option. Once bank details are updated / amended in the records of your DP, then the same will be reflected in our RTA's records automatically.

Please feel free to contact us for further clarification / assistance, if required.

Assuring you of our best services at all times.

Thanking you,

Yours faithfully,  
for ADOR WELDING LIMITED



VINAYAK M. BHIDE  
COMPANY SECRETARY

