

EICHER MOTORS LIMITED

CIN: L34102DL1982PLC129877

Regd. Office: 3rd Floor-Select Citywalk, A-3 District Centre, Saket, New Delhi-110017

Corp. Office: #96, Institutional Area, Sector 32, Gurugram - 122 001, Haryana

Telephone: +91 124 4415600

Email: investors@eichermotors.com **Website:** www.eichermotors.com

January 21, 2022

To,
Name
Address:

Subject: Transfer of Shares to Investor Education and Protection Fund Authority

Dear Sir/ Madam,

This is to inform you that pursuant to the provisions of Section 124(6) of the Companies Act, 2013 ("**the Act**") read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, as amended ("**the Rules**"), all shares in respect of which dividend has not been paid or claimed for seven consecutive years or more are required to be transferred by Eicher Motors Limited ("**the Company**") in the name of Investor Education and Protection Fund Authority ("**IEPF Authority**") established by the Central Government pursuant to the provisions of Section 125 of the Act.

As per the Company's records, dividend declared by the Company on March 20, 2015 and onwards has not been claimed by you till date. Accordingly, share(s) held by you in the Company are liable to be transferred by the Company in the name of the IEPF Authority. The due date for transfer of above shares in the name of the IEPF Authority is April 25, 2022.

The shares shall be transferred within a period of thirty days from the due date and thereafter the physical share certificate(s) held by you, if any, shall stand cancelled.

In case you wish to stop transfer of your share(s) in the name of the IEPF Authority, you are requested to claim your unpaid or unclaimed dividend from the Company. To claim your dividend, you are requested to write a letter to the Company's Registrar & Share Transfer Agent ("**RTA**") - Link Intime India Private Limited at C-101, 247, Park, L.B.S. Marg, Vikhroli (West) Mumbai – 400 083, such that said letter reaches the Company's RTA before April 25, 2022. You shall also be required to include/attach following information/ documents in/with the letter:

Information required of registered shareholder:

- 1) Folio No. or DP ID/Client ID
- 2) Number of shares held
- 3) Distinctive Number of shares (Only for shares held in physical mode)
- 4) Share Certificate Number (Only for shares held in physical mode)
- 5) Father's name
- 6) Contact Number and E-Mail ID

Documents required of registered shareholder:

- 1) Self-attested copies of:
 - a) PAN Card

- b) Latest address proof – Passport/ Driving License/ Aadhaar Card/ Voter ID/ Electricity Bill (not older than 3 months)
 - c) Copy of Share Certificate (Only for shares held in physical mode)
- 2) Signatures duly attested by Bank-in Form ISR-2 available on the website of Company at Investors >Shareholders' Resources >Investor Service Request.
 - 3) The original time-barred Dividend Warrant(s), if lying with you or duly executed Indemnity Bond, as per the format enclosed, in case you have lost / misplaced the original Dividend Warrant(s).

Any letter received without above information/ documents shall be treated as incomplete and transfer of shares to IEPF will not be stopped. The above information and documents shall be subject to verification by the Company.

In case no communication is received from your side within the time period and in the manner provided above, the Company shall transfer the share(s) in the name of the IEPF Authority pursuant to the provisions of the Act and the Rules.

Any person whose share(s)/ unpaid dividend is transferred to the IEPF Authority may claim the share(s)/ dividend from IEPF Authority, pursuant to the provisions of Section 124 and 125 of the Act by submitting an online application in Form IEPF-5 available on the website www.iepf.gov.in. Simultaneously, claimant shall be required to submit a copy of Form IEPF-5 submitted with IEPF Authority duly signed and accompanied by all requisite documents to the Company at its registered office address at 3rd floor, Select-Citywalk, A-3 District Centre, Saket, New Delhi-110017 in an envelope marked as “Claim for refund from IEPF Authority” for verification.

You are requested to go through the provisions of Section 124 and 125 of the Act and the Rules and also the information provided on the website www.iepf.gov.in. You may also write to the Company or the Company’s RTA for any further information/ clarification in this regard.

**Yours faithfully,
For Eicher Motors Limited**

Sd/-
**Manhar Kapoor
Chief Legal Counsel & Company Secretary**

Place: Gurugram, Haryana

**(INDEMNITY BOND FOR DUPLICATE DIVIDEND WARRANT)
TO BE EXECUTED ON RS.100/- NON-JUDICIAL STAMP PAPERS
(for dividend amount >=Rs.5000/-)**

This indemnity bond is executed by Mr/Mrs..... s/o,d/o,w/o..... hereinafter referred to as "the Party on this date.....where as the Company issued dividend warrant bearing folio nos.....Warrant no..... for Rs.....for period of.....to.....of.....here in after Referred to as "the company".

Where as the party has lost the said dividend warrant or the same has been lost in transit and it cannot be traced, and Whereas the company has agreed to make the payment of the said amount by issuing a duplicate dividend warrant in consideration of the party agreeing to execute an indemnity bond.

Now this documents/statement witness that in consideration of Payment of the amount due against the said application by the Company to the party in the absence of the original dividend. The Party agrees to hold the company, its agent, employees, servants, harmless and indemnified, in respect of all claims against the said dividend to the company, if she/he happens to find the same Subsequently. The party also agrees to reimburse all costs and Damages which the company may incur in consequence of such Payment.

In witness whereof this deed has be executed in presence of witness on the day first wherein above written.

FOLIO NO.
CERTIFICATE NO.
DISTINCTIVE NO.

WITNESS:

1. _____

SIGNATURE OF APPLICANT
NAME & ADDRESS

2. _____

