



02nd June 2022

The Manager – Listing
BSE Limited
BSE Code- 501455

The Manager - Listing
National Stock Exchange of India Limited
NSE Code- GREAVESCOT

Sub: Disclosure under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Re: Reminder letter sent to shareholders for claiming dividend/ transfer of shares to Investor Education and Protection Fund (IEPF) Authority

Dear Sir/Madam,

Please find enclosed a specimen of the reminder letter sent to the relevant shareholders whose dividend remains unpaid/ unclaimed for seven or more consecutive years and whose shares are liable to be transferred to the IEPF authority as per Section 124(6) of the Companies Act, 2013 read with Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, as amended from time to time.

This is submitted for your information and records.

Thanking You,

Yours faithfully,
For Greaves Cotton Limited

Atindra Basu
General Counsel and Company Secretary

Encl: As above

GREAVES COTTON LIMITED

Email ID: investorservices@greavescotton.com Website: www.greavescotton.com
Registered Office: Unit No. 701, 7th Floor, Tower 3, Equinox Business Park, LBS Marg, Kurla West, Mumbai 400 070, India
Tel: +91 22 41711700 CIN: L99999MH1922PLC000987



Greaves Cotton Limited
Corporate Identity Number: L99999MH1922PLC000987
Registered Office: Unit No. 701, 7th Floor, Tower 3, Equinox Business Park, LBS Marg, Kurla (W),
Mumbai - 400070 Telephone: +91 - 22 - 41711700
E-mail: investorservices@greavescotton.com; Website:www.greavescotton.com

Date: June 01, 2022

SPECIMEN

Name of Shareholder:
Address of Shareholder:

REF:Folio/DP ID/CL ID No.:

Dear Sir/Madam,

Sub: Reminder to Claim unpaid/ unclaimed dividend of FY 2014-15 (Final) of Greaves Cotton Limited/ Transfer of shares to IEPF Authority

With reference to the provisions of Section 124(6) of the Companies Act, 2013 ("the Act") read with the Investor Education and Protection Fund (IEPF) Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 as amended from time to time ("the Rules"), all shares, in respect of which dividend has not been paid or claimed by the shareholders for a period of seven consecutive years, shall be credited to the demat account of IEPF.

As per the records of the Company, final dividend for the Financial Year 2014-2015 and subsequent dividends paid till Financial Year 2020-2021 on the shares then held by you remains unclaimed. As per the provisions of the Act and the Rules made there under, final dividend (along with shares held by you) for the said Financial Year 2014-2015 which remains unpaid / unclaimed for a period of seven years shall be transferred to IEPF on or before Monday, 12 September 2022.

ACTION REQUIRED FROM YOU

You are requested to forthwith claim your unpaid dividends and avoid the transfer of your shares to IEPF by sending following documents to the Company at investorservices@greavescotton.com or to the Company's Registrar and Share Transfer Agent at einward.ris@kfintech.com preferably by Monday, 05 September 2022:

SHAREHOLDERS HOLDING SHARES IN ELECTRONIC FORM shall submit a (a) self-attested copy of the client master list; and (b) undertaking duly filled and signed (attached to the letter). Payment will be made to the Bank Account registered against the Demat account.

SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM shall submit the Investor Service Request Form ISR-1, Form ISR-2 and Form No. SH-13 (Nomination Form) duly signed as per the instructions stated therein along with the supporting documents (a) undertaking duly filled and signed (attached to the letter); (b) Copy of a cancelled cheque; (c) copy of PAN and Address proof.

As per SEBI Circular dated November 3, 2021, and December 14, 2021, outstanding payments will be credited directly to the bank account if the folio is KYC Compliant. A folio will be KYC compliant on registration of all details viz. full address with pin code, mobile number, email id, bank details, Valid PAN linked to Aadhaar of all holders in the folio, nomination, etc.

The Investor Request Forms are available at our RTA's website: <https://ris.kfintech.com/clientservices/ISC>

Please note payment can be made to shareholders holding shares in physical form if the folio is KYC compliant.

In the absence of receipt of valid claim by the shareholder, the Company would be transferring the dividend along with said shares to IEPF without further notice, in accordance with the requirements of the said Rules. Please note that no claim shall lie against the Company in respect of unclaimed dividend amount and shares transferred to IEPF pursuant to the said Rules.

Please also note that, upon such transfer, shareholders can claim the transferred shares along with the dividend from the IEPF Account for which details are available at www.iepf.gov.in.

Members may also refer to the details of the unpaid/ unclaimed dividend, available on the investors section of Company's website and can also download the necessary formats available at: <http://www.greavescotton.com/investors>.

In case if you have any queries or need any assistance in this regard, please contact:

Greaves Cotton Limited
Investor Services Department
Unit No.701,7thFloor,Tower 3,
Equinox Business Park, LBS Marg, Kurla(West),
Mumbai – 400070 Tel: 022-41711700
Email:investorservices@greavescotton.com

KFin Technologies Limited
Unit: Greaves Cotton Limited
Selenium Tower B, Plot 31-32,
Gachibowli, Financial District, Nanakramguda,
Hyderabad-500032,
Toll Free No.: 1800 309 4001
Email:einward.ris@kfintech.com

Thanking You,

Yours faithfully,
For Greaves Cotton Limited

Sd/-
Atindra Basu
General Counsel & Company Secretary

LETTER OF UNDERTAKING
FOR ISSUE OF DUPLICATE DIVIDEND WARRANT(S)

To,
Greaves Cotton Limited Mumbai

Ref: Folio No./ DPId /ClientId:

I/We here by confirm that I /We have not encashed, negotiated or otherwise dealt in any of the dividend(s) paid by Greaves Cotton Limited ("the Company") for last seven years so as to create any adverse claim upon the amount of the dividend warrants(s).

In consideration of you issuing to me/us Demand Draft(s)/ Pay Order(s) in lieu of the dividend warrant(s) issued to me/us and remaining unpaid/ unclaimed in my/our name(s) and which are irretrievable / lost/ misplaced or crediting the dividend amount(s) 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, cost or damages which you may sustain or incur by reason of you issuing Demand Draft(s)/ Pay Order(s) / crediting amounts to my bank account or by the Original Dividend Warrant(s) being, at any time, found and presented for payment by any person(s) 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 Warrant(s), should it be found by me/us or come into my/ our possession at any time hereafter.

	Name	Signature
First Holder:		
Email ID:		
Mobile No.:		
JointHolder1:		
JointHolder2:		
Witness 1		
Witness 2		
Address of First Holder:		

Dated: _____

Note: Please note that the 'Undertaking' will be considered only if the same is complete in all respects. Ensure the name and address of first holder and joint holder(s), as applicable, are filled correctly and it is duly signed by all the holders and two witnesses. Kindly enclose self-attested copies of pan cards and original cancelled cheque leaf with name pre-printed.