

MINDA CORPORATION LIMITED

PROCEDURE FOR CLAIMING UNPAID/UNCLAIMED DIVIDEND BY SHAREHOLDERS

A Shareholder who haven't received dividend declared by Minda Corporation Limited ("MCL") and which has not yet been transferred to the Investor Education and Protection Fund (IEPF), can claim the same through the following procedure:

- a. Forward a request letter in the prescribed format (**Annexure-I**) to M/s Skyline Financial Services Private Limited, Registrar and Transfer Agent (RTA) along with the Original Dividend Warrant / Demand Draft, Cancelled Cheque, Address Proof & PAN Card for crediting the dividend directly in the bank account.
- b. The Shareholder has to get the bank details (with MICR No. & IFS Code of the bank) updated in the demat account and obtain the Client Master duly authenticated by the Depository Participant and forward the same along with the aforesaid request letter.
- c. If the Original Dividend Warrant / Demand Draft is not available with the Shareholder, a Letter of Undertaking in the prescribed format (**Annexure-II**) is to be forwarded along with the aforesaid request letter.
- d. The contact details of the Registrar and Transfer Agent (RTA) is given below:

Skyline Financial Services Private Limited
D-153/A, 1st Floor, Okhla Industrial Area,
Phase-I, New Delhi-110020,
Tel: 011-64732681-88
E-mail: viren@skylinerta.com

- e. In case of any query or clarification, the Shareholders of the Company may contact the Company Secretary and Compliance Officer of the Company at investor@mindacorporation.com.

Note:

- All the documents should be self-attested by the claimant.
- As per the provisions of the Section 124 of the Companies Act, 2013, any money which remains unpaid or unclaimed for a period of seven years from the date of transfer to Unpaid Dividend Account shall be transferred by the company along with interest accrued, if any, thereon to the Investor Education and Protection Fund.

ANNEXURE-I

Date:

To,
Skyline Financial Services Private Limited
 D-153/A, 1st Floor, Okhla Industrial Area,
 Phase-I, New Delhi-110020,
 Unit: Minda Corporation Limited
 Sub: Unpaid Dividend Claim
 DP ID & Client ID/ Folio No. -----

Dear Sir / Madam,

I/We have checked the bank statement/ record and find that following dividend(s) have not been received/ credited in my/our bank account against the shares held by me/us.

Year Interim/Final	Warrant/ DD No.	Warrant/ DD Date	No. of Shares	Dividend Amount

I am enclosing herewith the copy of Specimen Cheque, PAN Card & Address Proof (any one - Voter ID, Aadhar Card, bank statement etc.) and also Original Dividend Warrant/Demand Draft for the above purpose.

Thanking you,

Yours faithfully,

Signature of holder(s) 1. _____ 2. _____

Name of Holder(s) 1. _____ 2. _____

Encl : as above

Note: The letter is to be signed by all the holders in case of joint holding. The signature of the holder should match with the specimen signature in the record of the Company for doing the needful.

ANNEXURE-II

FORMAT OF LETTER OF UNDERTAKING FOR CLAIMING UNPAID DIVIDEND

Date:

To
 The Company Secretary & Compliance Officer
 Minda Corporation Limited
 A-15, Ashok Vihar, Phase-1
 Delhi-110052

Dear Sir,

Sub: Unpaid Dividend Claim

I/We, _____ (name of the shareholder(s)) aged ____ years, residing at _____ (address of the shareholder) hold _____ Equity Shares of Minda Corporation Limited of Rs. 2 each, of the following description:

<u>Folio No./ DPID - Client ID</u>	<u>Certificate Nos</u>	<u>Distinctive Nos.Shares</u>
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For my above holding, the Dividend Warrant / Demand Draft of the following description were issued by the company.

<u>Year</u>	<u>Dividend Warrant No. / Demand Draft No.</u>	<u>Amount (Rs.)</u>
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I/We have lost/misplaced/not received the above mentioned Dividend Warrant / Demand Draft. I/We confirm that I have not encashed the said Dividend Warrant / Demand Draft.

I/We request the Company to credit the above dividend amount in the bank account as per the details mentioned below, in lieu of the original Dividend Warrant / Demand Draft for the above mentioned financial year(s) for the shares covered under Folio No. / DP ID – Client ID

<u>Bank Name</u>	<u>Account no</u>	<u>IFS Code</u>	<u>MICR no.</u>
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Upon the Company, having agreed to credit the above dividend amount in the bank account as per the details mentioned above in lieu of the original Dividend Warrant / Demand Draft issued earlier for the aforesaid shares, I/We, the undersigned shareholder(s) hereunder for myself, my heirs, executors, administrators and assigns do hereby jointly and severally covenant with the

Company, its successors and assigns and agree/ undertake at all times save, defend and to indemnify and keep indemnified the Company, its successors and assigns its estate and effects, and its directors, manager, secretary and shareholders and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said shares or dividends or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner howsoever.

I/We undertake to surrender the said original Dividend Warrant / Demand Draft to the Company for cancellation, if and when the same is/are found at a later date.

Yours faithfully,

Signature of holder(s)	1.	2.
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Name of Holder(s)	1.	2.
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