

REC LIMITED

(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,

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

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

CIN : L40101DL1969GOI005095 | GST NO.: 08AAACR4512R323

REF_NO 1 RD520165855IN

Date : 15/07/2024

Folio No./DP ID-Client Id No. : IN30011811177893

Dear Shareholder(s),

Sub: Compulsory transfer of equity shares and Dividend to 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:-

- (i) Dividend amounts which remain unclaimed / unpaid for seven years; and
- (ii) Equity shares on which dividend amounts have not been claimed for seven consecutive years; to IEPF.

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. 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 final dividend 2016-17 and interim dividend 2017-18 to IEPF is October 25, 2024 and March 13, 2025 respectively. As per our records, the following dividends which were processed for payment to you during last seven years (with reference to final dividend for the financial year 2016-17 onwards) have remained unpaid/ unclaimed:

Financial year	Date of payment	Dividend Amount(Rs.)
FINAL DIVIDEND 2016-17	09-10-2017	5.00
INTERIM DIVIDEND 2017-18	27-02-2018	14.80
FINAL DIVIDEND 2017-18	15-10-2018	3.50
INTERIM DIVIDEND 2018-19	19-03-2019	22.00
INTERIM DIVIDEND 2019-20	24-02-2020	22.00
1ST INTERIM DIVIDEND 2020-21	03-12-2020	12.00
2ND INTERIM DIVIDEND 2020-21	30-03-2021	10.00
FINAL DIVIDEND 2020-21	21-10-2021	3.42
1ST INTERIM DIVIDEND 2021-22	02-09-2021	4.00
2ND INTERIM DIVIDEND 2021-22	25-11-2021	5.00
3RD INTERIM DIVIDEND 2021-22	03-03-2022	12.00
FINAL DIVIDEND 2021-22	13-10-2022	9.60

1ST INTERIM DIVIDEND 2022-23	24-11-2022	10.00	
2ND INTERIM DIVIDEND 2022-23	28-02-2023	6.50	
FINAL DIVIDEND 2022-23	05-10-2023	8.70	
1ST INTERIM DIVIDEND 2023-24	24-08-2023	6.00	
2ND INTERIM DIVIDEND 2023-24	30-11-2023	7.00	
TOTAL		161.52	



Note: Amounts of unpaid/unclaimed Dividends prior to final dividend for the financial year 2016-17 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 signed proforma (as enclosed) alongwith requisite supporting documents, to our Registrar and Transfer agent viz. Alankit Assignments Limited. In case, requisite documents from the concerned shareholders are not received on or before i.e., October 23, 2024 (in case of final dividend 2016-17) and March 11, 2025 (in case of interim dividend 2017-18), the equity shares along with the unpaid dividend amounts, having completed seven years, shall be transferred to IEPF Authority, 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.

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/Alankit Assignments 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. 0124 -2715228/5476

Email: complianceofficer@recl.in

Website: www.recindia.nic.in

Alankit Assignments Limited

(Unit: REC Limited), 205-208,

Anarkali Complex, Jhandewalan Extension

New Delhi 110055,

Email: virenders@alankit.com

Contact: +91-11-4254 1954 / 42541234

website: www.alankitassignments.com

Thanking you,

Yours faithfully,

For REC Limited

Sd/-

(JS Amitabh)

Executive Director & Company Secretary



Request Letter cum Undertaking for Non Receipt of Dividend

M/S----- Dated: -----

UNIT :- REC Limited

Dear Sirs

This is to certify that I/we-----S/o D/o W/o-----Pan No
-----residing at -----Contact No-----
have lost/misplaced/not received dividend warrant(s) of M/S REC Limited as per the
details given below:

Sl.No.	Folio No./DPIDCLID	Warrant No.	Cheque No	Year	Amount(Rs.)
-----	-----	-----	-----	-----	-----
	IN30011811177893				
-----	-----	-----	-----	-----	-----
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I/We hereby request you to transfer dividend amount through NEFT or issue me duplicate
cheque/demand draft in lieu of the original dividend warrants(s) misplaced/lost.

I/We have not charged, pledged, created any lien or any sort of encumbrance or
otherwise dealt in so as to create any adverse claim upon the amount of the
above dividend warrant(s).

Now, it is hereby agreed that in consideration of the Company transferring dividend electronically or issuing me a cheque / demand draft /electronic payment in lieu of the original dividend warrants(s) for the said amount, I/we hereby covenant at all the times hereafter to save, defend and keep indemnified the company, its directors and officers from and against all actions, costs, suits, legal proceedings, account claims, demands, losses, charges, damages, expenses and liabilities whatsoever nature which the company may sustain or incur by reason of payment of dividend through NEFT or issue of cheque /demand draft payment in lieu of original dividend warrant(s).

It is hereby further agreed to return to the Company the original dividend warrant(s) if I could trace the same.

Signature: _____

All Shareholders: 1

Witness:

2

Name & Address:

3

Contact No.

Signature: _____

Email Id

Name & Address:

Contact No.

Email Id

Enclosures:

1. Self attested copy of Pan card & residence proof of share holder enclosed.
2. Cancelled cheque in original enclosed/Scan copy (if sending through email)
3. Self attested copy of client master list duly updated your bank details,

IFSC & MICR in your depository where you maintain your demat account details enclosed.