

(A Government of India Enterprise)

REF\_NO 1 RD114254878IN Date : 14/12/2023  
Folio No./DP ID-Client Id No. :

Sub: Compulsory transfer of equity shares and Dividend to IEPF Authority.

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](http://www.recindia.nic.in).

It is pertinent to mention that the due date for transfer of unpaid/unclaimed amount relating to Interim dividend 2016-17 and final dividend 2016-17 to IEPF is March 16, 2024 and October 25, 2024 respectively. As per our records, the following dividends which were processed for payment to you during last seven years (with reference to interim dividend for the financial year 2016-17 onwards) have remained unpaid/ unclaimed:

Financial year	Date of payment	Dividend Amount(Rs.)
INTERIM DIVIDEND 2016-17	06-03-2017	1694.00
FINAL DIVIDEND 2016-17	09-10-2017	641.00
INTERIM DIVIDEND 2017-18	27-02-2018	1790.80
FINAL DIVIDEND 2017-18	15-10-2018	423.50
INTERIM DIVIDEND 2018-19	19-03-2019	2662.00
INTERIM DIVIDEND 2019-20	24-02-2020	2662.00
1ST INTERIM DIVIDEND 2020-21	03-12-2020	1452.00
2ND INTERIM DIVIDEND 2020-21	30-03-2021	1210.00
FINAL DIVIDEND 2020-21	21-10-2021	413.82
1ST INTERIM DIVIDEND 2021-22	02-09-2021	484.00
2ND INTERIM DIVIDEND 2021-22	25-11-2021	605.00

3RD INTERIM DIVIDEND 2021-22	03-03-2022	1452.00	
FINAL DIVIDEND 2021-22	13-10-2022	1161.60	
1ST INTERIM DIVIDEND 2022-23	24-11-2022	1610.00	
2ND INTERIM DIVIDEND 2022-23	28-02-2023	1046.50	
1ST INTERIM DIVIDEND 2023-24	24-08-2023	966.00	
	TOTAL	20274.22	

Note: Amounts of unpaid/unclaimed Dividends prior to interim 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., March 14, 2024 (in case of interim dividend 2016-17) and October 23, 2024 (in case of final dividend 2016-17), 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	Alankit Assignments Limited
Registered Office: Core 4, SCOPE Complex,	(Unit: REC Limited), 205-208,
7 Lodhi Road, New Delhi - 110003	Anarkali Complex, Jhandewalan Extension
Corporate Office: Plot No. I-4,	New Delhi-110055,
Sector 29, Gurugram, Haryana-122001	Email: virenders@alankit.com
Telephone No. 0124 -2715228/5476	Contact: +91-11-4254 1954 / 89 29 955302
Email: complianceofficer@recl.in	website: www.alankitassignments.com
Website: www.recindia.nic.in	

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.)

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: \_\_\_\_\_  
Witness:  
Name & Address:  
Contact No.  
Email Id

All Shareholders: 1  
2  
3

Signature: \_\_\_\_\_  
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.