



## TATA GLOBAL BEVERAGES LIMITED

Registered Office : 1 Bishop Lefroy Road, Kolkata - 700020

Corporate Identity Number (CIN) - L15491WB1962PLC031425

E-mail id - [investor.relations@tqbl.com](mailto:investor.relations@tqbl.com) , Website address - [www.tataglobalbeverages.com](http://www.tataglobalbeverages.com)

Date: 8<sup>th</sup> May, 2019

Dear Shareholder(s),

**Sub : Transfer of Equity Shares in case of unclaimed dividend in previous seven consecutive years of the Company to Investor Education and Protection Fund (IEPF)**

This has reference to the captioned subject.

- a) Ministry of Corporate Affairs (MCA) has notified new Rules viz. 'Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016' which have come into force from 7th September, 2016, and subsequently amended by Notification dated 28<sup>th</sup> February 2017 ('the Rules'). The said Rules, inter alia, contain provisions for transfer of all shares to IEPF in respect of which dividend has not been paid or claimed by the shareholders for seven consecutive years or more.
- b) As per the applicable provisions of the Companies Act, 2013 (the Act), all unpaid dividends are required to be transferred by the Company to the IEPF established by the Central Government, after completion of seven years from the date they became due. Details of such unclaimed dividends are regularly updated on the website of MCA as well as the Company's website.
- c) As per our records, the amount(s) of dividends indicated in the annexure is / are lying unpaid / unclaimed in your folio / demat account.
- d) You are, therefore requested to claim the unpaid / unclaimed amount(s) as follows:
- **For dividend paid on shares in physical form** : Kindly return the duly signed annexure. The Bank details as registered against the folio will be considered for payment. However if you have not registered your bank details earlier or there is change in the bank details , kindly state the same in the annexure and forward to us along with the original cancelled e cheque bearing the name of the shareholders as the accountholder.
  - **For dividend paid on shares in electronic form** : Kindly return the annexure duly signed. Also ensure that the bank details registered against the demat account are correct. The bank details registered against the demat account will be considered for payment.
- e) You are, therefore, requested to claim the unencashed dividend due to you, by returning the Request Form (annexed herewith) duly signed by you alongwith the supporting documents as indicated above, to TSR Darashaw Limited (TSRDL), the Registrar and Transfer Agents of the Company, on or before **21<sup>st</sup> September, 2019**.

Shareholders holding shares in electronic form are requested to get their bank details updated against their demat account. Bank details registered against the demat account will be considered for making payment on receipt of the duly signed Request Form annexed herewith

It may please be noted that payments without bank details are disallowed

- f) In case we do not receive the Request Form from you on or before **21<sup>st</sup> September, 2019**, we shall initiate necessary action to transfer the above shares to IEPF, as per the said Rules.
- g) **In case you hold shares in physical form:** Duplicate share certificate(s) will be issued and transferred to IEPF. The original share certificate(s) which stand registered in your name and held by you, will stand automatically cancelled.
- h) **In case you hold shares in electronic form:** Your demat account will be debited for the shares liable for transfer to the IEPF.
- i) However, both the unclaimed dividend amount and the shares can be claimed from the IEPF Authority by making an application in the prescribed Form IEPF-5 online and sending the physical copy of the same duly signed (as per the specimen signature recorded with the Company) along with requisite documents enumerated in the Form IEPF-5 to the Company at their Corporate Office. Please note that no claim shall lie against the Company in respect of shares / dividend transferred to IEPF pursuant to the said Rules.
- j) The Rules and the application form (Form IEPF-5), as prescribed by the MCA for claiming back the shares/ dividend, are available on the website of the Company ([www.tataglobalbeverages.com](http://www.tataglobalbeverages.com)) as well as website of MCA ([www.iepf.gov.in](http://www.iepf.gov.in).)
- k) Please feel free to contact the Company / the Registrar & Transfer Agent (TSRDL) in case you have any queries, as per details furnished hereunder:

Mr. Neelabja Chakrabarty Vice President & Company Secretary <b>TATA GLOBAL BEVERAGES LIMITED</b> Kirkoskar Business Park Block C – 2 <sup>nd</sup> Floor, Hebbal <b>BANGALORE - 560024</b> Ph. No.: 080- 67171200 Fax: 080-67171201 E-mail: <a href="mailto:investor.relation@tqbl.com">investor.relation@tqbl.com</a> Website: <a href="http://www.tataglobalbeverages.com">www.tataglobalbeverages.com</a>	Investor Interface Cell <b>TSR DARASHAW LIMITED</b> 6-10, Haji Moosa Patrawala Industrial Estate, 20, Dr. E. Moses Road, Mahalaxmi, Mumbai, 400 011 Ph. No.:022-6656 8484 Fax No.: 022-6656 8494 E-mail : <a href="mailto:csg-unit@tsrdarashaw.com">csg-unit@tsrdarashaw.com</a> Website: <a href="http://www.tsrdarashaw.com">www.tsrdarashaw.com</a>
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Assuring you of our best services at all times.

Yours faithfully,  
For **TATA GLOBAL BEVERAGES LIMITED**  
Sd/-  
(Neelabja Chakrabarty)  
Vice President & Company Secretary

To,  
**TSR DARASHAW LIMITED**  
 (CIN:U67120MH1985PLC037369)  
 6-10, Haji Moosa Patrawala Industrial Estate, 20, Dr. E. Moses Road, Nr. Famous Studio,  
 Mahalaxmi, Mumbai 400 011

Dear Sir / Madam,

**Unit: Tata Global Beverages Limited**  
**Sub: Payment of unclaimed dividend**

This has reference to the circular letter dated May 8, 2019. Please arrange to make the payment of unclaimed dividend as stated below:

(Tick (✓) whichever is applicable).

- I enclose the original instrument(s).
- I do not possess the original instrument(s).

I confirm that I have not sold my shares and continue to be the holder of shares registered in my name. I have also not encashed the instrument(s) sent to me earlier, nor have I received any money in connection with the payment(s) mentioned below:

**Account No./ Folio:**

Warrant No.	Net Amount (Rs. P.)	Date of Payment	Last Date to Claim
		03-Sept-2012	21- Sept 2019
		18-Jul-2013	21- Sept 2019
		28-Aug-2014	21- Sept 2019
		19-Aug-2015	21- Sept 2019
		26-Aug-2016	21- Sept 2019
		21-Aug-2017	21- Sept 2019
		09-JUL-2018	21- Sept 2019

**For Physical Accounts :** (please tick whichever applicable)

- I request you to consider the bank details registered against the folio for making the payment
- I request you to register my Bank details change in bank details / Change of address, if any, as given below against the above folio, I am enclosing self-attested documents, being the documentary evidence of Identity and Address and bank details:
  - Self-Attested copy of PAN Card /Aadhar Card
  - Self-Attested copy of Passport / Aadhar Card/ latest Utility Bill (should not be older than 3 months)
  - Copy of the original cancelled cheque bearing the name of the shareholders ( for shares held in physical form)

Bank Name	Branch Details
A/c Type :            A/c no:	MICR :                            IFSC :

New Address: \_\_\_\_\_

**For Electronic Accounts :** I confirm the bank details and address registered against my demat account is correct and request you to consider the same for making payment of the above unclaimed dividend amounts .

Pace:

Date:

\_\_\_\_\_  
 Signature of the First named Shareholder