

TSR Consultants Private Limited

(Unit : Tata Consumer Products Limited)

TSR CONSULTANTS
Total Solutions Repository

C - 101 1st Floor 247 Park, Lal Bahadur Shastri Rd, Vikhroli West, Mumbai, Maharashtra 400083
Tel: +91 22 6656 8484 Fax: +91 22 6656 8494 Email: csg-unit@tcplindia.co.in | Website: www.tcplindia.co.in
CIN: U74999MH2018PTC307859 | Business Hours: Monday to Friday 10.00 a.m. to 3.30 p.m. (excluding Bank Holidays)

Date: 18th May, 2022

URGENT & IMPORTANT

Reminder Letter for the unclaimed amount(s) of dividend/sale proceeds of fractional shares

Dear Sir/Madam,

We wish to inform you that according to the provisions of Sections 124, 125, and other applicable provisions of the Companies Act, 2013 and rules made thereunder, the amount(s) of dividend/sale proceeds of fractional shares, remaining unpaid or unclaimed for the period of seven years will be transferred by **Tata Consumer Products Limited ("the Company")** to the Investor Education and Protection Fund ("IEPF") established by the Central Government.

Our records indicate that you have not claimed your outstanding amount(s) of dividend/sale proceeds of fractional shares and are lying unclaimed against your Folio/Demat account, the details of which are given overleaf. You are therefore requested to claim such unclaimed amount(s), at the earliest but not later than the date stated overleaf by returning the duly signed tear-off portion along with the following documents.

SHAREHOLDERS HOLDING SHARES IN ELECTRONIC FORM shall submit a Self-attested copy of the client master list. 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 filled as per the instructions stated therein along with the supporting documents including the original cancelled cheque stating your name as the Account holder to TSR Consultants Private Limited, the Registrar and Transfer Agent of the Company, at the earliest.

As per the 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://www.tcplindia.co.in> → Investor Services → Downloads → Forms → Formats for KYC.

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

Shareholders who have subsequent to dividend payments dates, stated on the reverse, dematerialized all their shares held in the folio are required to return the tear-off portion and Form ISR-1 both duly filled along with the original cancelled cheque stating the name of the shareholder / self-attested copy of the first and last page of Passbook/ Bank Statement attested by the Bank. **It is to be noted that the issue of payments without bank details is disallowed.**

In the case where your dividend amount is outstanding for seven consecutive years and is unclaimed, the corresponding shares will also be transferred to IEPF as per the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer, and Refund) Rules, 2016 as amended from time to time.

Shareholders whose unclaimed amounts are transferred to IEPF can apply for a refund by making an application to the IEPF Authority electronically in e-Form IEPF-5 available on the website of the IEPF Authority at www.iepf.gov.in. Members can file only one consolidated claim in the financial year as per the said rules.

Shareholders are requested to register/update their email id against their Demat account maintained by their Depository to receive all future communication electronically. Assuring you of our best services.

Yours faithfully,
For **TSR Consultants Private Limited**
Investor Services Section

----- PLEASE TEAR HERE -----

To,
TSR CONSULTANTS PRIVATE LIMITED
(Unit : **Tata Consumer Products Limited**)
C - 101 1st Floor 247 Park, Lal Bahadur Shastri Rd, Vikhroli West, Mumbai, Maharashtra 400083

Dear Sir/Madam,

Sub.: Payment of Unpaid/ Unclaimed Amount(s)

This has reference to your letter dated May 18, 2022. Kindly arrange for payment of unpaid/unclaimed amount(s) as mentioned overleaf based on this advice.

(Tick ✓ whichever is applicable)

- I enclose the original instrument(s) as per the particulars given overleaf, kindly arrange for payment thereof
 I do not possess the original instrument(s).

I confirm that I have not encashed the instrument(s) sent to me earlier nor have I received any money in connection with the payment(s) mentioned overleaf.

For shareholders holding shares in physical form

I request you to update my KYC and Bank Details as stated in the attached Forms against the above folio and accordingly, I am enclosing the following along with self-attested documents, being the documentary evidence of Identity and Address.

- Form ISR1, Form ISR2, Nomination form
- Self-Attested copy of PAN / Aadhaar Card of all holders in the folio
- Self-Attested copy of Passport / Aadhaar Card / latest Utility Bill (should not be older than 3 months)
- Original cancelled cheque bearing the name of the shareholder(s)/ Self-attested copy of Bank Passbook / Bank Statement attested by the Bank.

For shareholders holding shares in Electronic Form:

I am enclosing a Self-attested copy of the Client Master List featuring my new address and bank details recorded against my Demat account.

Date:

Contact No.:

Signature of first holder