

**ANNEXURE-II**

**FORMAT OF LETTER OF UNDERTAKING FOR CLAIMING UNPAID DIVIDEND**

**Date:**

To  
The Company Secretary and Compliance Officer,  
Garden Reach Shipbuilders & Engineers Limited,  
43/46, Garden Reach Road,  
Kolkata – 700 024.

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 Garden Reach Shipbuilders & Engineers Limited of `10 each, of the following description:

**Folio No./ DPID - Client ID**

**Certificate Nos**

**Distinctive Nos. Shares**

For my above holding, the Dividend Warrant / Demand Draft of the following description were issued by the company.

**Year**

**Dividend Warrant No. / Demand Draft No.**

**Amount (`)**

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  
\_\_\_\_\_.

**Bank Name**

**Account no**

**IFS Code**

**MICR no.**

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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