



## PROCEDURE FOR CLAIMING UNPAID DIVIDEND BY SHAREHOLDERS

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A Shareholder who haven't received dividend declared by Garden Reach Shipbuilders & Engineers Limited ("GRSE") and which has not yet been transferred to the Investor Education and Protection Fund (IEPF), can claim the same through the following procedure:

- a. Forward a request letter in the prescribed format (**Annexure-I**) to M/s Alankit Assignments Limited, Registrar and Transfer Agent (RTA) along with the Original Dividend Warrant / Demand Draft, Cancelled Cheque, Address Proof & PAN Card for crediting the dividend directly in the bank account.
- b. The Shareholder has to get the bank details (with MICR No. & IFS Code of the bank) updated in the demat account and obtain the Client Master duly authenticated by the Depository Participant and forward the same along with the aforesaid request letter.
- c. If the Original Dividend Warrant / Demand Draft is not available with the Shareholder, a Letter of Undertaking in the prescribed format (**Annexure-II**) is to be forwarded along with the aforesaid request letter.
- d. The contact details of the Registrar and Transfer Agent (RTA) is given below:

**Alankit Assignments Limited**

Alankit Heights  
1E/13, Jhandewalan Extension  
New Delhi – 110055

- e. In case of any query or clarification, the Shareholders of the Company may contact the Company Secretary and Compliance Officer of the Company at [investor.grievance@grse.co.in](mailto:investor.grievance@grse.co.in).

**Note:**

- All the documents should be self-attested by the claimant.
- As per the provisions of the Section 124 of the Companies Act, 2013, any money which remains unpaid or unclaimed for a period of seven years from the date of transfer to Unpaid Dividend Account shall be transferred by the company along with interest accrued, if any, thereon to the Investor Education and Protection Fund.