

Ref.: CV/ID/AS/IEPF/2020

June 5, 2020

The General Manager
Department of Corporate Services
BSE Ltd.
P. J. Towers,
Dalal Street,
Mumbai - 400001.

The Manager
Listing Department
National Stock Exchange of India Ltd.
Exchange Plaza, Plot No. C-1, G Block,
Bandra Kurla Complex, Bandra (East),
Mumbai - 400051.

Dear Sir/s,

Sub: Intimation under Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations, 2015")

Pursuant to Regulation 30 of the Listing Regulations, 2015, we enclose herewith a specimen of the reminder letter dated June 2, 2020 sent to the relevant shareholders for whom the dividend remains unpaid / unclaimed for seven or more consecutive years and whose shares are liable to be transferred to the Investor Education and Protection Fund ("IEPF") Authority as per Section 124(6) of the Companies Act, 2013 read with Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, as amended from time to time.

We request you to kindly take the same on record.

Thanking you,

Yours faithfully,
For Albert David Limited

Indrajit Dhar
Associate Vice President (Accounts & Taxation)
-cum-Company Secretary

Encl.: A/a.

ALBERT DAVID LIMITED
(CIN: L51109WB1938PLC009490)
Regd. Office: D - Block, 3rd Floor, Gillander House,
Netaji Subhas Road, Kolkata - 700 001
Tel.: (033) 2230-2330, 2262-8436 / 8456 / 8492, Fax: (033) 2262-8439
Email: id@adlindia.in, Website: www.albertdavidindia.com

Srl No. 19

Dated: 02.06.2020

To

Folio/DP ID/Client-Id No. :

No. of shares

Sub: Transfer of shares in respect of which dividend has been unpaid / unclaimed for seven consecutive years or more to the Investor Education and Protection Fund.

As per Unclaimed Data maintained with the Bank and our Registrar, we have found that you have not claimed/encashed dividend declared by the Company on the aforesaid shares from the financial year 2012-13 onwards. Such unclaimed dividends are transferred to the Unpaid Dividend Accounts of the Company.

In terms of provisions of Section 125 of the Companies Act 2013, dividend remaining unpaid or unclaimed for a period of seven years from the date of such transfer shall be transferred by the Company to the "Investor Education and Protection Fund" ("IEPF").

Further, Section 124(6) of the Companies Act 2013 provides that all shares in respect of which dividend has not been claimed for seven consecutive years or more shall be transferred by the company to the Investor Education and Protection Fund. Further, the Ministry of Corporate Affairs has prescribed the Rules in relation with the above provisions, viz. Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules 2016, which requires transfer of such shares to IEPF and the procedures of transferring the same.

Since you have not encashed your dividend from the FY 2012-13 onwards, your shares are liable to be transferred to the IEPF on or after 10th September, 2020.

You are, therefore, requested to claim the above Dividend(s) within 31st August, 2020, along with all documentary evidence i.e. (i) self-attested photocopy of PAN Card (ii) self-attested photocopy of Bank Pass Book/Statement or Passport or Voter ID Card towards proof of address (iii) copy of any letter issued by the Company showing your Folio No. and (iv) Letter of Indemnity as per draft format attached failing which the Shares held by you will be transferred to the IEPF.

Please submit all necessary documentary evidence and Letter of Indemnity as per draft format attached within 31st August, 2020 to enable us to process your claim.

Thanking you,

Yours faithfully,

For ALBERT DAVID LTD.

Indrajit Dhar
Associate Vice President (Accounts & Taxation)
-cum-Company Secretary

Note: This being Computer Generated Letter, No Signature is Necessary.

LETTER OF INDEMNITY

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(To be executed on Non-Judicial stamp paper of Rs. 100/-
if the amount is Rs. 500/- and above)

To
Company Secretary
ALBERT DAVID LIMITED
D BLOCK, 3RD FLOOR, GILLANDER HOUSE,
NETAJI SUBHASH ROAD,
KOLKATA-700001

Date:

Folio No/ DP ID / Client ID No.

Dear Sir/Madam,

The following Dividend Warrant No.(s) appear to have been lost or misplaced from my custody/lost In postal transit and not returned to the company or its Registrars as undelivered mail.

Warrant No.	Dividend for the year	Dividend Amount (Rs)
	12-13	
	13-14	
	14-15	
	15-16 (Int)	
	16-17	
	17-18	
	18-19	

INDEMNITY

In consideration of the above Company issuing to me Pay Order(s)/Demand Draft(s)/ payment through NEFT for the aforesaid Dividend Warrant(s) for the above mentioned year(s) in lieu of the original Dividend Warrant(s) which have been lost, destroyed or mislaid, I do hereby undertake and engage for myself, my Executors, Administrators and Assigns, to hold the Company and the Directors and Officers thereof harmless and indemnified against all suits, actions, proceedings, charges, damages, demands, costs losses and expenses which may arise in the event of the said original Dividend Warrant(s) being paid or forthcoming at any future time, or otherwise in consequence of the Company issuing Pay Order(s) Demand Draft(s)/ payment through NEFT to me as aforesaid and I request that such Pay Order(s) /Demand Draft(s) may be issued /paid through NEFT to me

I further undertake that in the event of the original Dividend warrant(s) eventually coming into my possession, I will forward it to the company for cancellation.

Witness to the Signature

Yours faithfully,

(alongwith full name, address and signature)

Signature:

Signature:

Name :

Name :

Address:

Address: