

June 1, 2022

Dear Shareholder,

**IMPORTANT & URGENT FOR YOUR IMMEDIATE ATTENTION**

**Sub: Transfer of Equity Shares of the Company held by you to Investor Education and Protection Fund (IEPF)**

We bring to your notice that in terms of Section 124 (6) of the Companies Act, 2013 ("the Act") read with Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules 2016, as notified and amended from time to time (collectively referred to as "IEPF Rules"), shares in respect of which dividend has not been paid or claimed for 7 (seven) consecutive years or more, shall be transferred to IEPF.

The records available with TSR Consultants Private Limited ("TCPL"), Registrar and Transfer Agent of the Company ("RTA") indicate that you have not claimed your dividend for last 7 years, as per details given in the Annexure to this letter. Hence your unclaimed dividend(s) and corresponding share(s) are liable to be transferred to IEPF.

You are therefore requested to claim such unclaimed dividend(s) on or before **September 8, 2022**, by returning the aforesaid Annexure duly filled and signed along with documents as mentioned below:

- a) **For dividend paid on shares held in electronic form:** Self attested copy of Client Master List. Kindly ensure that the Bank details registered against your demat account are correct or update the same with your Depository Participant. Payment will be made to the Bank Account registered against the Demat Account;
- b) **For dividend paid on shares held in physical form :** 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 original cancelled cheque stating your name as the Account holder to TCPL, the RTA of the Company on or before **September 8, 2022**.

As per 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. The Investor Request Forms are available at the website of our RTA at : website <https://www.tcplindia.co.in> → Investor Services → Downloads → Forms → Formats for KYC. **Payment can be made to shareholders holding shares in physical form if the folio is KYC compliant;**

Further to above, kindly note that as per the SEBI circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018, all the unpaid dividend amount would be executed via electronic bank transfer only. Existing Bank details as registered against the folio will be considered for payment. **Hence, you are requested to keep the bank details updated to avoid any rejection or non-payment of dividends.**

**In case, the dividend amount(s) are not claimed on or before September 8, 2022, the Company will be compelled to transfer the unclaimed dividend amount for FY 2014-15 to the IEPF and consequently transfer the shares held by you to IEPF, without any further notice, by following the due process as provided under IEPF Rules.**

Please note both the unclaimed dividend and corresponding shares including all benefits accruing on such shares, if any, once transferred to IEPF can be claimed back only from IEPF Authority after following the procedure prescribed by the IEPF, available on the website of MCA at [www.iepf.gov.in](http://www.iepf.gov.in).

Please note that no claim shall lie against the Company in respect of unclaimed dividend amount and shares transferred to IEPF according to the said IEPF Rules.

Further, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, mandate transfer of shares only in dematerialized mode effective from April 1, 2019. Therefore, if you are holding shares in physical form, you are once again requested to dematerialize your shares at the earliest.

For better investor servicing Shareholders are **requested to keep their PAN, bank details, latest address and email id against their folio no. updated**, by writing to RTA / Depository Participant as applicable.

In case of any query, you may please contact the Company / RTA at :

CEAT Limited 463, Dr. Annie Besant Road, Worli, Mumbai 400030 Tel: +91 22-24930621 Email: <a href="mailto:investors@ceat.com">investors@ceat.com</a>	TSR Consultants Private Limited C-101, 1 <sup>st</sup> Floor, 247 Park, Lal Bahadur Shastri Marg Vikhroli (West), Mumbai - 400083 Tel : +91 22 66568484 Fax : +91 22 66568494 Email: <a href="mailto:csg-unit@tcplindia.co.in">csg-unit@tcplindia.co.in</a>
---	---

Yours sincerely,

For **CEAT LIMITED**  
Sd/-  
**Vallari Gupte**  
**Company Secretary**

Encl: as above

ZV/MCA-IEPF 2015-21/Sr. No.:

To,  
**TSR CONSULTANTS PRIVATE LIMITED**  
C-101, 1<sup>st</sup> Floor, 247 Park, Lal Bahadur Shastri Marg  
Vikhroli (West), Mumbai – 400083

Dear Sir / Madam,

**Unit : CEAT Limited**  
**Sub: Payment of Unpaid / Unclaimed dividend**

This has reference to letter dated June 1, 2022 regarding the captioned subject. Please arrange to make the payment of unclaimed dividend as stated below:

(Tick (✓) whichever is applicable). I enclose the original instrument(s). 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 below:

**Folio no :**

Warrant No.	Net Amount (Rs. )	Date of Payment	Last date to Claim
			08-Sept-2022
			08-Sept-2022
			08-Sept-2022
			08-Sept-2022
			08-Sept-2022
			08-Sept-2022
			08-Sept-2022

**For shares held in Physical :** I request you to update my KYC Details/ Bank Details & Nomination, as given below & stated in enclosed ISR - 1 Form, ISR - 2 Form, & SH - 13 against the above folio and accordingly, I am enclosing self-attested documents, being the documentary evidence of Identity and Address.

(Tick (✓) whichever is applicable)

- I request you to consider the bank details registered against the folio for making the payment **OR**  
 I request you to register against my folio, the changes in bank details / address, if any, as given below. I am enclosing following self-attested documents, being the documentary evidence of Identity / Address and bank details.

- Self-Attested copy of PAN card / Aadhaar Card.
- Self-Attested copy of Passport / Aadhaar Card / latest Utility Bill (should not be older than 3 months).
- Copy of the original cancelled cheque bearing the name of the shareholders as account holder **OR** Cancelled cheque in original together with Bank Passbook showing name, address of the Bank branch alongwith Bank attested copy of the first and last page of the Bank Passbook / Bank Statement (not older than 3 months)

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

New Address (along with the copy of address proof and a request letter for change of address): -

I request you to update my PAN against the above folio No: PAN \_\_\_\_\_

**For shares held in Demat:** I confirm that the bank details and address registered against my Demat Account are correct and request you to consider the same for making payment of the above unclaimed dividend amounts.

Further, I / We request you to take note of my / our contact details as given hereunder. The email id now being registered can be considered for sending future correspondence, including Annual Reports.

Email id: \_\_\_\_\_

Telephone No / Mobile No.: \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the First Name Shareholder