

CEAT LIMITED

CIN: L25100MH1958PLC011041

Registered Office: 463, Dr. Annie Besant Road, Worli, Mumbai 400030

Telephone No.: 022-24930621 Fax: 022-24938933

E-mail: investors@ceat.com; Website: www.ceat.com

July 14, 2021

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 Darashaw Consultants Private Limited, 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 **October 15, 2021**, by returning the aforesaid Annexure duly signed along with documents as mentioned below:

• **For dividend paid on shares held in physical form:**

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 keep the bank details updated to avoid any rejection or non-payment of dividends.

If you have not registered your bank details earlier or there is any change in the bank details, kindly update the same in the Annexure and forward to us along with original cancelled cheque leaf bearing the name of the shareholders as the account holder or copy of Bank Passbook / Bank Statement capturing First and Last Page capturing details of your name, address, bank name, account number, IFSC details, etc. to enable electronic payment, duly attested by the authorized officer from the Bank.

• **For dividend paid on shares held in electronic form:** Kindly ensure that the Bank details registered against your demat account are correct or update the same with your Depository Participant.

In case, the dividend amount(s) are not claimed on or before October 15, 2021, the Company will be compelled to transfer the unclaimed dividend amount for FY 2013-14 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.

Please note that no claim shall lie against the Company in respect of unclaimed dividend amount and shares transferred to the 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 updated their PAN, bank details, latest address and email id against, their folio no.** by writing to RTA / Depository Participants 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 Email: investors@ceat.com	TSR Darashaw Consultants Private Limited C-101, 1 st Floor, 247 Park, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai - 400083 Tel : +91 22 66178484 Fax : +91 22 66568494 Email: csg-unit@teplindia.co.in
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Yours sincerely,
for **CEAT LIMITED**

Sd/-
Vallari Gupte
Company Secretary

Encl: as above

ZV/MCA-IEPF/Sr. No.:

To,
TSR DARASHAW CONSULTANTS PRIVATE LIMITED
C-101, 1st 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 July 14, 2021 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). 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 below:

Account No. / Folio :

Warrant No.	Net Amount (Rs. P.)	Date of Payment	Last date to Claim
		01-Oct-14	15-Oct-2021
		17-Aug-15	15-Oct-2021
		29-Mar-16	15-Oct-2021
		11-Aug-17	15-Oct-2021
		25-July-18	15-Oct-2021
		06-Aug-19	15-Oct-2021
		27-Mar-20	15-Oct-2021

For shares held in Physical :

(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 along with 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: _____

Place:

Date:

Signature of the First named Shareholder

CEAT LIMITED

CIN: L25100MH1958PLC011041

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Telephone No.: 022-24930621 **Fax:** 022-24938933

E-mail: investors@ceat.com; **Website:** www.ceat.com

July 14, 2021

IMPORTANT & URGENT FOR YOUR IMMEDIATE ATTENTION

Dear Shareholder,

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

In accordance with the erstwhile Clause 5A of the Listing Agreement (now Regulation 39(4) read with Schedule VI of the SEBI (Listing Obligations and Disclosures Requirements), Regulations, 2015 ("Clause 5A"), the Company had sent reminders to you vide letters dated March 20, 2013, April 30, 2013 and July 1, 2013, requesting you to claim your respective share certificate(s) issued pursuant to Scheme of Arrangement by way of demerger between the Company, CHI Investments Limited and their respective shareholders. Subsequently, as per Clause 5A, shares held by you which remained unclaimed, were transferred to "Unclaimed Securities Suspense Account" of the Company ("Company's Suspense Account") in January 2014. Further, these shares could have also been claimed by you at any time by approaching the Company with relevant documentary proof.

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 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.

As per records available with Company and TSR Darashaw Consultants Private Limited, Registrar and Transfer Agent of the Company ("RTA"), you have neither claimed your shares nor the dividend declared thereon since FY 2013-14. In accordance with Section 125 (4) of the Act, dividend for FY 2013-14 which remains unclaimed till **October 15, 2021** will be transferred to IEPF and consequently your shares are liable to be transferred from the Company's Suspense Account to the IEPF.

You are therefore requested to claim your unclaimed shares along with unclaimed dividend(s) from FY 2013-14 onwards by returning the enclosed application duly signed along with relevant supporting documents, to reach to the RTA, TSR Darashaw Consultants Private Limited, at the below mentioned address on or before **October 15, 2021**.

The claim application should feature your complete contact details and should be supported with the self-attested copies of:

- a) **Identity Proof of all holders: PAN Card.**
- b) **Address Proof of the First holder: Aadhaar Card or Passport or Electricity bill or Landline Telephone Bill (not older than 3 months).**
- c) **Original cancelled cheque bearing the name of the first shareholder as an account holder. In case a cheque leaf with name printed on it is not available, kindly submit cancelled cheque in original along with Bank attested copy of the first and last page of the Bank Passbook / Bank Statement (not older than 3 months) showing name, address of the shareholder and the full address of the Bank branch.**
- d) **DP attested client master statement reflecting your demat account, name of holders and address, PAN**

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 paid via electronic bank transfer only. Hence, you are requested keep your latest bank details updated to avoid any rejection or non-payment of dividends.

In case the RTA does not receive your application for claim along with the required supporting documents from you by **October 15, 2021**, we shall, according to the IEPF Rules, transfer your unclaimed shares from Company's Suspense Account to IEPF Authority, as per the procedure stipulated in the said Rules, without any further notice.

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 Authority, available on the website of MCA at www.iepf.gov.in.

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

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

CEAT Limited 463, Dr. Annie Besant Road, Worli, Mumbai 400030 Email: investors@ceat.com	TSR Darashaw Consultants Private Limited C-101, 1 st Floor, 247 Park, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai - 400083 Tel : +91 22 66178484 Fax : +91 22 66568494 Email: csg-unit@tcplindia.co.in
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Yours Sincerely,
for **CEAT LIMITED**

Sd/-
Vallari Gupte
Company Secretary

Encl: as above

Ref.: ZV/CL5A/Serial No. 1

APPLICATION FORM FOR CLAIMING SHARES AND DIVIDEND

Date: _____

To,
 TSR DARASHAW CONSULTANTS PRIVATE LIMITED
 Unit: CEAT Limited
 C-101, 1st Floor, 247 Park, Lal Bahadur Shastri Marg,
 Vikhroli (West), Mumbai - 400083

Dear Sir / Madam,

**Sub: Transfer of Equity Shares of the Company held by me / us to Investor Education and Protection Fund (IEPF)
 – Unclaimed Share Certificate(s) and Dividend**

I / We refer to the letter dated July 14, 2021, received from CEAT Limited regarding the captioned subject.

In this regard, I / We request you to release my unclaimed shares and applicable dividend lying in Company's Suspense Account and make payment against the dividend(s) mentioned below and I confirm that I / We do not possess the original dividend instruments

I / We have not sold / pledged any shares of CEAT Limited prior to the Scheme of Arrangement nor I / We have received any monetary benefits directly / indirectly against the same.

I / We also confirm that I/We have not encashed the dividend warrants sent to me/us earlier. In support of my /our claim, please find attached herewith self-attested copies of the following documents:

- PAN Card of all holders and (any one of the following as address proofs in the name of first holder).
- Passport Aadhaar Card Electricity Bill Landline Telephone Bill (not earlier to 3 months).
- An Original cancelled cheque leaf stating my / our name(s) as the account holder(s).

I / We hold the demat account no. _____ with _____ (name of DP) and enclose herewith copy of the latest Client Master Statement evidencing account details and address. I / We request you to kindly credit the shares directly to my / our demat account.

The payment towards outstanding dividend can be credited to our bank a/cs registered against my demat account as follows:

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

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

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

Email id: _____

PAN No. _____

Telephone no: _____

Place :

Date:

Signature of first named holder_____
Signature of first joint holder_____
Signature of second joint holder