

**LAKSHMI FINANCE AND INDUSTRIAL CORPORATION LIMITED**

**CIN: L65920AP1923PLC000044**

**Regd. Office: 1-10-60/3,"Suryodaya", 1st Floor, Begumpet, Hyderabad-500016, T.G., India**

**Tel: 040-27760301, 27767794, Fax: 040-27767793**

**Website: www.lakshmifinance.org | Email:lakshmi\_ific@yahoo.com**

Ref: Folio No. / DP ID - Client ID No.

Date: 15.12.2016

**IMPORTANT & URGENT FOR YOUR IMMEDIATE ACTION**

Dear Shareholder/Nominee/Legal Heirs

**Sub: Compulsory transfer of Equity Shares of the Company to the Investor Education and Protection Fund Suspense Account.**

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We would like to inform you that the Company has been sending periodic reminders to concerned shareholders who have not encashed their dividends and also regularly uploading details of such unpaid/unclaimed dividends on its website i.e, <http://www.lakshmifinance.org/> and also informed the Ministry of Corporate Affairs before transferring it to the Investor Education and Protection Fund (IEPF).

As per Section 124(5) of the Companies Act, 2013, any amount of Dividend which remains unpaid or unclaimed for a period of seven years, are required to be transferred by the Company along with interest accrued, if any, thereon to Investor Education & Protection Fund established by the Central Government.

The Ministry of Corporate Affairs (MCA) has now notified the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 ("IEPF Rules") which are effective from 5<sup>th</sup> September, 2016. The said Rules, amongst other matters, contain provisions for transfer of all shares in respect of which dividend has not been paid or claimed for seven consecutive years or more, to IEPF Suspense Account.

As per our records, the following dividends which were paid/remitted to you in the last seven years with reference to final dividend for the financial year 2009-10 & onwards remained unpaid / unclaimed:

<b>Folio No:</b>	<b>No of Shares Held:</b>			
<b>Financial Year</b>	<b>Date of Declaration of Dividend</b>	<b>Last date for Claiming Unpaid Dividend amount</b>	<b>Unclaimed Dividend Warrant Numbers</b>	<b>Un-claimed Dividend Amount Rs.</b>
2009-10	20.09.2010	19.09.2017		
2010-11	06.08.2011	05.08.2018		
2011-12	13.08.2012	12.08.2019		
2012-13	03.08.2013	02.08.2020		
2013-14	05.08.2014	04.08.2021		
2014-15	13.08.2015	12.08.2022		
2015-16	12.08.2016	11.08.2023		

We request you to claim the above dividend(s) due to you by making an application immediately in the "Letter of Undertaking" and sending it to M/s Venture Capital & Corporate Investments Private Limited, Registrar and Transfer Agents (R&T A) of the Company on or before January 16, 2017. In case you fail to claim the above dividend(s), all your shares (whether held in physical or electronic form) are liable to be transferred by the Company to IEPF Suspense Account.

Concerned shareholders/Nominee/Legal Heirs holding shares in physical form and whose shares are liable to be transferred to the IEPF suspense account, may note that the Company would be issuing duplicate share certificate(s) in lieu of the original held by them for the purpose of transfer of shares to the IEPF suspense account as per the Rules and upon such issue, the original share certificate(s), which are registered in their name, will stand automatically cancelled and will be deemed non-negotiable. The shareholders may further note that the details uploaded by the Company on its website in this regard shall be deemed as adequate notice in respect of issue of duplicate share certificate(s) by the Company for the purpose of transfer of shares to the IEPF suspense account pursuant to the Rules. In case shares are held in dematerialized form and are liable to be transferred, the Company will give Delivery Instruction Slip to the Depository Participant(s) as may be identified by the IEPF Authority, for transfer of shares in favour of IEPF Suspense account.

However, shareholders may note that both the unclaimed dividend and corresponding shares transferred to the IEPF/IEPF suspense account including all benefits accruing on such shares, if any, can be claimed back from the IEPF Authority after following the procedure prescribed in the Rules.

Rules and the application form (Form IEPF-5) for claiming back the transferred shares from the authority after following the procedure prescribed in the Rules, are available on the website of the y at [www.lakshminfinance.org](http://www.lakshminfinance.org) and also on [www.iepf.gov.in](http://www.iepf.gov.in).

Please note that if original share certificates are not in your custody or in case of transmission of shares and issue of duplicate share certificates the shareholders/Nominee/Legal Heirs may kindly contact the undersigned for necessary action.

Further, please feel free to contact the Company/Venture Capital & Corporate Investments Private Limited (RTA) in case you have any queries or need any assistance, at the address/ email/telephone number as given below: -

Asst. Manager Secretarial Dept. Lakshmi Finance And Industrial Corporation Limited. 1-10-60/3,1 <sup>st</sup> Floor, Begumpet, Hyderabad-500 016, Ph.No.040-27760301, 27767794, E.Mail-lakshmi_lfic@yahoo.com.	Venture Capital & Corporate Investments Private Limited. 12-10-167, Bharat Nagar, Hyderabad-500 018. Ph.No.040-23818475/23818476/23868023 E -Mail-info@vccilindia.com
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Thanking you,

Yours faithfully,  
for **Lakshmi Finance and Industrial Corporation Limited**,  
Sd/-  
**K.Harischandra Prasad**  
**Managing Director**  
**DIN: 00012564**

## Letter of Undertaking

To,  
**Lakshmi Finance & Industrial Corporation Limited**  
1-10-60/3,"Suryodaya", 1st Floor, Begumpet,  
Hyderabad-500016

Or

**Venture Capital & Corporate Investments Private Limited**  
12-10-167, Bharat Nagar,  
Hyderabad-500 018.

**SUB : TRANSFERS OF SHARES TO IEPF SUSPENSE ACCOUNT**

**Ref. : Folio No./ Client ID :**

I/We enclose the copy of the share certificate/Demat Account Statement as per the particulars given in your letter along with following documents and request you not to transfer the shares to the IPEF Fund/ Suspense Account (*Tick whichever is applicable*).

- a. Share certificate/Demat Account Statement
- b. Address Proof (Aadhar Card, Passport, Bank Passbook or other Government authorized proofs)
- c. ID Proof (PAN Card/Voter Id Card/ Aadhar Card).
- d. Email ID and consent to receive the communication though electronic mode (strike-off, if physical mode of communication is preferred)
- e. Original dividend warrant(s) as per particulars given in your letter and request you to issue duplicate dividend warrant(s) / demand draft(s).

I / We do not possess the share certificate/ original dividend warrant(s) / demand draft(s) on the basis of the advice. (*Tick whichever is applicable*)

I / We confirm that I / We have not encashed the dividend warrant(s) sent to me/use/we earlier nor I /we received any money in connection with the said dividend warrant(s).

**Signature of the Sole / First Holder Nominee/Legal Heirs**

Name of Sole / First Holder Nominee/Legal Heirs : \_\_\_\_\_

Current Address:\_\_\_\_\_

Phone No: \_\_\_\_\_ E- mail.Id \_\_\_\_\_