

Name &amp; Address

S. No.

Folio No./DPID/CLIENT ID

Dear Shareholder,

**Sub: Transfer of Equity Shares of DCM Limited ('The Company') in respect of which dividend have remained unpaid / unclaimed for seven consecutive years to Demat account of Investor Education and Protection Fund Authority.**

Notice is hereby given that pursuant to the provisions of Section 124(6) of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 as amended from time to time ("the IEPF Rules"), all shares in respect of which dividend has been unclaimed / unpaid for seven consecutive years or more shall be transferred by the Company in favour of Investor Education and Protection Fund ("IEPF").

As per our records, the amount in respect of following dividends declared by the Company during the last seven years has remained unpaid / unclaimed, by you:

Financial Year	Type of dividend	Dividend (%) (Per equity shares of Rs. 10 each)	Dividend Amount in Rs. (Per equity shares of Rs. 10 each)
2013-14	Interim Dividend	15%	1.50
2013-14	Final Dividend	15%	1.50
2014-15	Interim Dividend	15%	1.50
2014-15	Final Dividend	15%	1.50
2015-16	Interim Dividend	15%	1.50

Please note that the amount of final dividend for the financial year 2010-11, 2011-12, Interim Dividend & Final Dividend for the financial year 2012-13, remained unpaid / unclaimed, has already been transferred to IEPF along with relevant corresponding shares.

It has been observed from the record that your dividend amount is lying uncashed for past seven consecutive years, as per table given above.

We, therefore, advise you to claim the uncashed dividend due to you by making an application along with following documents on or before December 15, 2020 to the Company at Unit Nos. 2050 to 2052, 2<sup>nd</sup> Floor, Plaza - II, Central Square, 20, Manohar Lal Khurana Marg, Bara Hindu Rao, Delhi - 110006 or the Registrar and Transfer Agent (RTA) (i.e. MCS Share Transfer Agent Limited) of the Company at F-65, First Floor, Okhla Industrial Area, Phase-1, New Delhi-110020 so that your corresponding equity shares shall not become liable to be transferred to demat account of IEPF Authority in compliance with the IEPF Rules:

- i. If the name of the shareholder as account holder is printed on the cheque:
  - Cancelled cheque in original bearing the name of the shareholder as account holder.
- ii. If the name of the shareholder as a account holder is not printed on the cheque:
  - Cancelled cheque in original; and
  - Bank attested copy of the first page of the Bank Passbook / Bank Statement showing the names of the account holders, same bank account number and type as on the cheque leaf and the full address of the Bank branch.

Please further note that in case you fail to claim the above dividend on or before December 15, 2020, the Company will transfer the amount of unclaimed Interim dividend for financial year 2013-14 and the relevant corresponding shares to the IEPF Authority without any further notice, in compliance with the IEPF Rules. Subsequent corporate benefits accruing on such shares shall also be credited in favour of IEPF.

Please further note that both the unclaimed dividend and corresponding shares transferred to IEPF Authority including all benefits accruing on such shares, if any, can be claimed back by you from IEPF Authority after following the procedure prescribed by the IEPF Rules. Thus, no claim will lie against the Company / Company's RTA in respect of unclaimed dividend and the shares transferred to the IEPF Authority pursuant to the IEPF Rules.

If concerned shareholders, holding shares in physical form and whose shares are liable to be transferred to IEPF, may note that the Company would be issuing new share certificate(s) in lieu of the original share certificate(s) held by them for the purpose of transfer of shares to IEPF Authority as per the IEPF Rules and upon such issue, the Company shall inform the depository by way of corporate action to convert the new share certificate(s) into demat form and transfer in favour of IEPF Authority. The original share certificate(s) which stand registered in their name will stand automatically cancelled and shall be deemed non-negotiable. Concerned shareholders holding shares in demat form may note that the Company shall inform the depository by way of corporate action for transfer of their shares in favour of IEPF Authority.

You may further note that the details uploaded by the Company on its website, in respect of shares liable to be transferred to the IEPF, should be regarded and shall be deemed adequate notice in respect of issue of new share certificate(s) by the Company for the purpose of transfer of shares to IEPF Authority pursuant to the IEPF Rules.

For any queries on the above matter, you may contact to the Company at Unit Nos. 2050 to 2052, 2<sup>nd</sup> Floor, Plaza - II, Central Square, 20, Manohar Lal Khurana Marg, Bara Hindu Rao, Delhi - 110006, Tel.: 011-41539170; Email: investors@dcm.in or the Company's Registrar and Transfer Agent - MCS Share Transfer Agent Limited, F-65, First Floor, Okhla Industrial Area, Phase-1, New Delhi-110020. Tel.: 011-41406149-52; Email: [helpdeskdelhi@mcsregistrars.com](mailto:helpdeskdelhi@mcsregistrars.com).

For DCM Limited  
Sd/-

Vimal Prasad Gupta

Company Secretary &amp; Compliance Officer

FCS 6380

Place: Delhi

Date: September 14, 2020

**Note: Please quote your Folio/DP-Client ID in all your correspondences. Further in respect of shareholders holding shares in electronic form and if they want to affect any change/update in Address/Bank Details/NECS mandate/ MICR code/ e-mail ID, please notify the same to your DP.**