

**BOROSIL GLASS WORKS LIMITED**

**Registered Office** :Khanna Construction House,44, Dr. R.G. Thadani Marg,Worli, Mumbai - 400018.

**Corporate Identity Number** : L99999MH1962PLC012538

Tel : 022 67406300 Fax : 022 67406514

Email :investor.relations@borosil.com Website : www.borosil.com

Date : 21<sup>st</sup> August 2017

*Name of the shareholder*  
*Address*

Dear Shareholder(s),

**Sub: Transfer of Equity Shares in case of unclaimed interim dividend for the year 2010-11 of the Company to Investor Education and Protection Fund (IEPF)**

This has reference to the captioned subject.

- Ministry of Corporate Affairs (MCA) has notified new Rules viz. 'Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016' which have come into force from 7<sup>th</sup> September, 2016 and subsequently amended by Notification dated 28<sup>th</sup> February, 2017 ('the Rules'). The said Rules, inter-alia, contain provisions for transfer of all shares to IEPF in respect of which dividend has not been paid or claimed by the shareholders for seven consecutive years or more.
- As per the applicable provisions of the Companies Act, 2013 (the Act), all unpaid dividends are required to be transferred by the Company to the IEPF established by the Central Government, after completion of seven years from the date they became due. Details of such unclaimed dividends are regularly updated on the Company's website.
- As per our records, the amount of interim dividend for the year 2010-11 indicated below is lying unpaid/unclaimed against your folio/ demat account.

Folio No. / DP ID – Client ID	Unpaid / Unclaimed Dividend Amount	No. of shares liable to transfer to IEPF

- You are, therefore, requested to claim the unencashed dividend due to you, by writing to Universal Capital Securities Pvt. Ltd. (UCSPL), the Registrar and Transfer Agents of the Company, on or before **26<sup>th</sup> November, 2017**.
- In case we do not receive the Request from you on or before **26<sup>th</sup> November, 2017**, we shall initiate necessary action to transfer the above shares to IEPF, as per the said Rules.
- **In case you hold shares in physical form:** Duplicate share certificate(s) will be issued and transferred to IEPF. The original share certificate(s) which stand registered in your names and held by you, will stand automatically cancelled.
- **In case you hold shares in electronic form:** Your demat account will be debited for the shares liable for transfer to the IEPF.
- However, both the unclaimed dividend amount and the shares can be claimed from the IEPF Authority by making an application in the prescribed Form IEPF-5 online and sending the physical copy of the same duly signed (as per the specimen signature recorded with the Company) along with requisite documents enumerated in the Form IEPF-5 to the Company. Please note that no claim shall lie against the Company in respect of shares / dividend transferred to IEPF pursuant to the said Rules.
- The Rules and the application form (Form IEPF-5), as prescribed by the MCA for claiming back the shares/ dividend, are available on the website of the Company (www.borosil.com) as well as website of MCA (www.iepf.gov.in.)
- Please feel free to contact the Company / the Registrar & Transfer Agent (UCSPL) in case you have any queries, as per details furnished hereunder:

<p>Mrs. Gita Yadav Company Secretary <b>Borosil Glass Works Limited</b> 1101, Crescenzo, G-Block, Opp. MCA Club, Bandra Kurla Complex, Bandra (East) Mumbai - 400051. Phone : 022 6740 6300 Fax : 022 67406514 e-mail : investor.relations@borosil.com website: www.borosil.com</p>	<p>Mr. Ravindra Utekar Vice President <b>Universal Capital Securities Pvt. Ltd.</b> Unit : Borosil Glass Works Limited 21, Shakil Niwas, Opp. Satya Saibaba Temple, Mahakali Caves Road, Andheri(E), Mumbai – 400093 Tel : 022 28207203-05 e-mail : <a href="mailto:info@uniseq.in">info@uniseq.in</a></p>
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Assuring you of our best services at all times.

Yours faithfully,  
For **Borosil Glass Works Limited**  
Sd/-  
Gita Yadav  
Company Secretary

Note : This being a Computer generated letter does not require signature.