

FIEM INDUSTRIES LIMITED

Regd. Office: D-34, DSIDC Packaging Complex, Kirti Nagar, New Delhi-110015. Ph: 011-25927820 / 25927919 CIN: L36999DL1989PLC034928

Date: _____, 2017

Folio No. / DP & CI ID	Name of the Sole/First Holders:	No. of Shares
	Address	

Dear Shareholder(s),

Sub: Advance Notice for Transfer of Shares to Investor Education and Protection Fund (“IEPF”) on account of Unclaimed Dividends pursuant to Section 124 (6) of the Companies Act, 2013 and Rules thereunder.

As per the records of the Company, you had not claimed the dividend for Financial Year 2008-09 on shares held by you, which remained in unpaid / unclaimed dividend account for seven (7) years. Accordingly, pursuant to Section 125(5) read with Rules made thereunder, the Unpaid/ Unclaimed Dividend was transferred to IEPF on November 28, 2016.

In addition to above, we have noted that the dividend for Seven (7) consecutive financial years started from 2009-10 to 2015-16 has also not been claimed by you and lying with the Company in respective Unpaid/ unclaimed Dividend Accounts.

As you may be aware that, Central Government has notified the enforcement of provisions of Section 124 (6) of the Companies Act, 2013 w.e.f. September 7, 2016 and subsequently also notified the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 (IEPF Rules), which were recently amended on February 28, 2017. As per above, all shares in respect of which dividend has not been paid or claimed for seven consecutive years or more shall be transferred by the company in the name of Investor Education and Protection Fund.

This is an advance Notice informing you that if you fail to claim your Unpaid /Unclaimed Dividend, from at least one of the below listed dividends, then Company is required to transfer your Shares to Investor Education and Protection Fund (“IEPF”) pursuant to provisions of Section 124(6) of the Companies Act, 2013 (“Act”) read with IEPF Rules, as amended.

Therefore, you are requested to send us the request-cum-indemnity letter (printed overleaf) with the requisite documents, enabling us to send the instrument for your Unpaid Dividend(s). We again re-iterate that if you fail to claim at least one of the below mentioned dividends, then Company is required to transfer your shares to IEPF as per procedure specified under the Rules.

Below are the details of Unpaid dividends for seven (7) consecutive years (financial year 2008-09 onwards**) which remain unpaid/ unclaimed as on date:

Folio No.	Period	Amount of Unpaid Dividend (Rs.)
	2009-10	
	2010-11	
	2011-12	
	2012-13	
	2013-14	
	2014-15	
	2015-16 (Interim)	
	2015-16 (Final)	

**Note: Unpaid Dividends prior to the dividend for the financial year 2009-10 have already been transferred to IEPF.

You may further note that after the transfer of shares to IEPF, if any corporate benefit arises on those shares, then the same shall also be credited in the IEPF by the Company.

Therefore, we most humbly remind you to claim the above dividends by making an application (printed overleaf) and send it back to the Company for procuring the Instrument for unpaid dividend from Bank and sending it to you. **Kindly send your request at earliest and latest by April 20, 2017.**

Assuring you of our best services at all times.

Thanking you,
For Fiem Industries Limited,
Sd/-
Arvind K. Chauhan
Company Secretary

For any information, please send mail at investor@fiemindustries.com, or call on 0130-2219169, 0130-2219170

CAUTIONARY ADVICE: Once the shares transferred to IEPF, any claimant of shares shall be entitled to claim back the shares from IEPF in accordance with prescribed procedure and on submission of necessary documents only. Hence, it suggested to be alert to claim your Unclaimed Dividends.

Company Secretary
Fiem Industries Ltd.
D-34, DSIDC Packaging Complex,
Kirti Nagar, New Delhi-110015

Date: _____

Dear Sir,

Sub: - Request-cum-Indemnity Letter for Duplicate Dividend DD

I/We hereby confirm that I/we was/were holding Equity Share(s) of your Company on the respective applicable Record Date and was/were eligible for payment of Dividend for the following declared Dividend(s):

Folio No.	Period	Amount of Unpaid Dividend (Rs.)
	2009-10	
	2010-11	
	2011-12	
	2012-13	
	2013-14	
	2014-15	
	2015-16 (Interim)	
	2015-16 (Final)	

However: ** I/We have not received the above Dividend either through ECS or Dividend Warrant/DD or
** I/We have received the Dividend Warrant/DD but the validity of the same has expired, which is being enclosed herewith. [**** Strike out whichever is not applicable.**]

In view of the above, I/We request you to issue duplicate DD(s) in lieu of the original misplaced/enclosed expired Dividend Warrant / DD.

I/We undertake to indemnify Fiem Industries Limited, if my/our request for issuance of duplicate Dividend Warrant /DD results in duplicate/excess payment of above-mentioned Dividend.

Thanking You
Yours Sincerely,

Signature
(1st Holder/Joint Holder)

Signature
(2nd Joint Holder-if applicable)

Signature
(3rd Joint Holder-if applicable)

Name: **Name:** _____ **Name:** _____

Folio No. /DP ID/Client ID:

Mobile No.: _____ Phone No. _____ (Please give this for faster service)

Email ID _____ (Please give this for faster service)

Complete Address: _____
(For Dispatch of Dividend DD)

Copies of following documents enclosed (**PAN and Cancelled Cheque** are **mandatory**):

- | | | |
|--|---|---|
| <input type="checkbox"/> PAN Card | <input type="checkbox"/> Cancelled Cheque | <input type="checkbox"/> DP Client Master |
| <input type="checkbox"/> Passport Copy | <input type="checkbox"/> Driving License | <input type="checkbox"/> Aadhar Card |