



PUDUMJEE

PUDUMJEE PULP & PAPER MILLS LIMITED

Registered Office: - Thergaon, Pune – 411033.

Tel.: 020-30613333 Fax: 020-40773388 Website:- www.pudumjeepulp.com

E-mail: sk@pune.pudumjee.com CIN:- L21012MH1964PLC013058

To,

Date: 18th November, 2016

PIN :

IMPORTANT & URGENT
FOR YOUR IMMEDIATE ACTION

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

Dear Shareholder(s),

Subject: Mandatory transfer of your Pudumjee Pulp & Paper Mills Limited shares to IEPF

As per Section 124(6) of the Companies Act, 2013, read with IEPF Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, all shares in respect of which dividend has not been paid or claimed for seven consecutive years or more shall be transferred in the name of Investor Education and Protection Fund (IEPF). **As per our records, the dividend declared by the Company for last seven years against the shares held by you, is unpaid/unclaimed. Accordingly, the shares held by you are liable to be transferred to IEPF.**

ACTION REQUIRED FROM YOU

You are requested to immediately claim your unpaid dividends and avoid the transfer of your shares to IEPF by sending following documents to us or to Karvy Computershare Pvt. Ltd., RTA of the Company at the address mentioned below, on or before 30.11.2016.

- Enclosed Letter of Undertaking duly filled and signed
- Self-attested copy of Pan Card and Address Proof
- Copy of Cancelled Cheque

In case the dividends are not claimed by **November 30, 2016**, the shares shall be transferred to IEPF without any further notice. **Please note that no claim shall lie against the Company in respect of unclaimed dividend amount and shares transferred to IEPF pursuant to the said Rules.**

The shares/dividends transferred to IEPF can be claimed from the IEPF Authority.

In case if you have any queries or need any assistance in this regard, please contact;

M/s Karvy Computershare Pvt. Ltd. Unit : Pudumjee Pulp & Paper Mills Limited Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad – 500 032 Toll Free No.: 1800-4258-998 E-mail : einward.ris@karvy.com	Pudumjee Pulp & Paper Mills Limited Secretarial Department Thergaon, Pune – 411033. Tel. No. 020-30613333 Fax No. 020-40773388 E-mail: inv_compl_ppm@pune.pudumjee.com
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Thanking you,

Yours faithfully,
For **Pudumjee Pulp & Paper Mills Limited**,

Sd/-
(R. M. Kulkarni)
Company Secretary

**LETTER OF UNDERTAKING
FOR ISSUE OF DUPLICATE DIVIDEND WARRANT(S)**

To,
Board of Directors
Pudumjee Pulp & Paper Mills Limited,
Pune.

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

I/We hereby confirm that I/we have not encashed, negotiated or otherwise dealt in some of the dividend paid by the Company in last seven years, so as to create any adverse claim upon the amount of the dividend warrant(s).

In consideration of your issuing to me/us all Demand Draft(s)/Pay Order(s) in lieu of the Dividend Warrant(s) lying unclaimed/unpaid in my/our name(s) and which are irretrievable/lost or misplaced or crediting the amounts directly to my bank account as mentioned below, I/we hereby agree and undertake to hold you harmless and to keep you protected from/against all losses, costs or damages which you may sustain or incur by reason of your issuing Demand Draft(s)/ Pay Order(s) or by the original Dividend Warrant(s) being, at any time, found and presented for payment by any person or persons claiming to be the holder(s) of the Dividend Warrant(s) or in any way interested therein.

I/We further agree and undertake to return to you the original Dividend Warrants, should it be found by me/us or again come into my/our possession at any time hereafter.

	Name	Signature
First Holder:		
Second holder:		
Third holder:		
Address of first holder:		
Bank Account Details : (for electronic credit of unpaid dividends and all future dividends)		
Name of the Bank		
Name of the Branch		
Account Number (as appearing in your cheque book)		
Account Type (Saving / Current / Cash Credit)	10 – Saving	11 – Current
	13 – Cash Credit	
9 Digit MICR Number (as appearing on the MICR cheque issued by the bank) Please enclose a photocopy of a cheque for verification		
11 Digit IFSC Code		
Witness1:	Witness2:	
Name :	Name :	
Address :	Address :	
Signature :	Signature :	

Dated:

Note:For the undertaking to be considered complete, please ensure the name, address and bank details of first holder and joint holder(s), as applicable, are filled correctly and it is duly signed by all the holders and two witnesses.