



Century Plyboards (India) Limited

CIN: L20101WB1982PLC034435

Registered Office : 6, Lyons Range, Kolkata- 700 001

Tel. : +91 33 39403950; Fax : +91 33 22483539

Email : investors@centuryply.com; Website : www.centuryply.com

Srl. No.:

1st December, 2016

To

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

No. of Shares:

Dear Shareholder(s)

Sub: Transfer of Shares to Investor Education and Protection Fund (IEPF)

We refer to the various reminders sent to you by the Company requesting you to claim your dividend(s) before the same is transferred to IEPF.

Pursuant to provisions of Section 124(6) of the Companies Act, 2013 (Act) read with Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 (IEPF Rules), the Company is required to transfer the shares for which dividend has not been claimed for 7 (seven) consecutive years to Investor Education and Protection Fund (IEPF).

As per the records of the Company, we note that you have not claimed dividend for 7 (seven) consecutive years. In terms of the IEPF Rules, you are being provided an opportunity to claim such dividend for the year ended 31st March, 2010 and onwards by sending a letter under your signature (along with indemnity bond in the format enclosed) so as to reach the Company's Registrar and Share Transfer Agents M/s. Maheshwari Datamatics Pvt. Ltd., (Attention: Mr. S. K. Choubey) at 23, R. N. Mukherjee Road, 5th Floor, Kolkata - 700 001 latest by 28th February, 2017. In the event such claim letter is not received by that date, the Company shall initiate action towards transfer of the equity shares of Re. 1 each held by you in the Company in the aforesaid folio/ depository account to IEPF Suspense Account.

The shares liable to be transferred to IEPF Suspense Account shall be transferred by following the procedure contained in the Rules which is as under:

- i) In case of shares held in physical form - by issuance of duplicate share certificates and thereafter transferring the same to IEPF Suspense Account. Accordingly, the original share certificate/s held by you shall automatically stand cancelled.
- ii) In case of shares held in demat mode - by transfer of shares directly to IEPF Suspense Account through the depository participants as per Rules.

You may further note that the after the transfer of shares to IEPF, any corporate benefit arising out of your shareholding in the Company shall also be credited in favour of IEPF.

You may please note that both the unclaimed dividend and corresponding shares transferred to the IEPF Account can be claimed back from IEPF Authority after following the procedure prescribed in the Rules. No claim shall lie against the Company in respect of unclaimed dividend amount and the shares transferred to IEPF Suspense Account pursuant to the Rules.

If you have any query or anything to communicate to the Company in respect of the above, you may promptly contact the Company's Registrar and Share Transfer Agents, Maheshwari Datamatics Pvt. Ltd., (Attention: Mr. S. K. Choubey) at 23, R. N. Mukherjee Road, 5th Floor, Kolkata - 700 001. Tel: 2248-2248,2243-5029,2231-6859.

E-mail ID: info@mdpl.in, mdpldc@yahoo.com.

Thanking you,

Yours faithfully,

For Century Plyboards (India) Limited

Sd/-

Sundeep Jhunjunwala

Company Secretary

Encl: Indemnity Bond (format)

LETTER OF INDEMNITY

(To be executed on Non-Judicial stamp paper of ₹ 10/-
where individual Dividend amount exceeds ₹ 500/-)

Date:

To
Company Secretary
Century Plyboards (India) Limited
6, Lyons Range,
Kolkata - 700 001

Folio No. / DP-Client ID No.:

No. of Shares:

Dear Sir,

The following Dividend warrant no(s) appear to have been lost or misplaced from my custody/lost in postal transit and not returned to the Company or its Registrars as undelivered mail.

Dividend for Year

Warrant No.

Dividend Amount (₹)

Indemnity

In consideration of the Company issuing to me Pay Order(s)/Demand Draft(s) for the aforesaid Dividend warrant(s) for the abovementioned year(s), in lieu of the original Dividend warrant(s) which has been lost, destroyed or mislaid, I hereby undertake and engage for myself, my Executors, Administrators and Assigns, to hold the Company and the Directors and Officers thereof harmless and indemnified against all suits, actions, proceedings, charges, damages, demands, costs, losses and expenses which may arise in the event of the said original Dividend warrant(s) being paid or forthcoming at any future time, or otherwise in consequence of the Company issuing Pay Order(s)/Demand Draft(s) to me as aforesaid and I request that such Pay Order(s)/Demand Draft(s) may be issued to me accordingly.

I further undertake that in the event of the original Dividend warrant(s) eventually coming into my possession, I will forward it to the Company for cancellation.

Witness to the Signature
(alongwith full name,
address and signature)

Yours faithfully,

Signature :

Signature :

Name :

Name :

Address :

Address :