



TATA GLOBAL BEVERAGES LIMITED

Registered Office: 1 Bishop Lefroy Road, Kolkata - 700020
Corporate Identity Number (CIN): L15491WB1962PLC031425
E-mail id: Investor.relations@tgb.com; Website: www.tataglobalbeverages.com

Date: 30th March 2017

Dear Shareholder(s),

Sub: Transfer of Equity Shares in case of unclaimed dividend in previous seven consecutive years of the Company to Investor Education and Protection Fund (IEPF)

This has reference to the captioned subject.

- a) 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 7th September, 2016, and subsequently amended by Notification dated 28th 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.
- b) 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 website of MCA as well as the Company's website.
- c) As per our records, the amount(s) of dividends indicated in the annexure is/are lying unpaid/unclaimed in your folio/ demat account.
- d) You are, therefore, requested to claim the unencashed dividend due to you, by returning the Request Form (Annexed herewith) duly signed by you, to TSR Darashaw Limited (TSRDL), the Registrar and Transfer Agents of the Company, on or before **31st May 2017**.
- e) In case we do not receive the Request Form from you on or before **31st May, 2017**, we shall initiate necessary action to transfer the above shares to IEPF, as per the said Rules.
- f) **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.
- g) **In case you hold shares in electronic form:** Your demat account will be debited for the shares liable for transfer to the IEPF.
- h) 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.
- i) 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.tataglobalbeverages.com) as well as website of MCA (www.iepf.gov.in.)
- j) Please feel free to contact the Company / the Registrar & Transfer Agent (TSRDL) in case you have any queries, as per details furnished hereunder:

Mr. V Madan Vice President & Company Secretary TATA GLOBAL BEVERAGES LIMITED 4th Floor, Block C, Kirloskar Business Park Hebbal, Bangalore- 560024 Tel : 080 67171200 E-mail: investor.relations@tgb.com Website: www.tataglobalbeverages.com	Ms Mary George TSR DARASHAW LIMITED 6-10, Haji Moosa Patrawala Industrial Estate, 20, Dr. E. Moses Road, Mahalaxmi, Mumbai, 400 011 Ph. No.:022 6656 8484 Fax No.: 022 6656 8494 E-mail : csg-unit@tsrdarashaw.com Website: www.tsrdarashaw.com
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Assuring you of our best services at all times.

Yours faithfully,
For **Tata Global Beverages Limited**

Sd/-
(V. Madan)
Vice President & Company Secretary