

POST BOX NO. 10077  
TEL. NOS.: +91 22 2207 9351- 54  
(4 LINES)  
FAX :0091-22- 2207 1612 / 6772  
Email: [bbtd@bam2.vsnl.net.in](mailto:bbtd@bam2.vsnl.net.in)  
Website: [www.bbtd.com](http://www.bbtd.com)  
CIN: L99999MH1863PLC000002



**THE BOMBAY BURMAH TRADING CORPORATION, LIMITED**

**REGD. OFFICE : 9, WALLACE STREET,FORT,  
MUMBAI 400 001, INDIA.**

2<sup>nd</sup> December,2016

Name of the Sole / First Holder:  
Name of the Second Holder:  
Name of the Third Holder:  
Address:

Ref. Folio /DP ID – Client ID :

**IMPORTANT & URGENT NOTICE FOR YOUR IMMEDIATE ACTION**

Dear Shareholder(s),

**Sub.: Compulsory transfer of Equity Shares of the Corporation to the Investor Education and Protection Fund (IEPF) Suspense Account**

We are sending you this intimation as you are one of our long term and valued shareholders.

As you are aware, dividend declared by the Corporation is remitted either electronically or by sending dividend warrant to the registered address of the shareholders. Shareholders have been intimated periodically to claim unencashed dividend, if any.

As per Section 124(5) of the Companies Act, 2013, companies are required to transfer all dividends which remain unpaid/ unclaimed for a period of seven years to the Investor Education and Protection Fund (IEPF) established by the Central Government. The Corporation has been regularly transferring such unpaid/ unclaimed dividends and also uploading the relevant list on our website as also filing the requisite Forms with the Ministry of Corporate Affairs, Government of India.

Further, Section 124(6) requires that all shares in respect of which unpaid / unclaimed dividend has been transferred to IEPF, shall also be transferred to IEPF. Ministry of Corporate Affairs has recently notified the "Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016" which have come into force from September 7, 2016. **The said Rules, amongst other matters, contain provisions for transfer of all shares in respect of which dividend has not been paid or claimed for seven consecutive years in the name of 'IEPF Suspense Account'.**

From our records, we find that dividend against equity shares held in your name remains unpaid/unclaimed for a period of seven consecutive years commencing from the financial year 2008-09. We request you to claim the unpaid/unclaimed dividends due to you by making an application immediately to Karvy Computershare Pvt. Ltd., Registrar and Transfer Agents of the Corporation on or before December 30, 2016. In case you fail to claim the above dividend, all your shares (whether held in physical or electronic form) will be transferred by the Corporation to IEPF Suspense Account. Kindly note that the dividend for Financial Year 2008-09 has already been transferred to IEPF.

As per the above mentioned rules, shares held in **physical form are liable to be transferred to IEPF Suspense Account, by issuing duplicate share certificates by the Corporation and upon issue of such duplicate share certificates, the original share certificate(s) which stand registered in your name will be deemed cancelled and non-negotiable.**

**In case shares are held in demat form and are liable to be transferred to IEPF Suspense Account, the Corporation will give Delivery Instruction Slip to the Depository for transfer of shares to IEPF.**

However, you can claim from IEPF Authority both unclaimed dividend amount and the shares transferred to IEPF Suspense Account by making an application in Form IEPF-5 online and sending the physical copy of the same duly signed (as per registered specimen signature) along with requisite documents enumerated in the said Form IEPF-5 to the Corporation at its Corporate Office or to Karvy Computershare Pvt. Ltd., Registrar and Transfer Agents of the Corporation, for verification of your claim. We shall send a verification report to IEPF Authority for refund of the unclaimed dividend amount and transfer of the shares back to the credit of the shareholder. As per the above mentioned Rules, only one such request can be made in one year.

In case we do not hear anything from you on this intimation letter **by December 30, 2016**, we shall, with a view to complying with the requirements of the said Rules, transfer the shares to IEPF Suspense Account by the due date as per procedure stipulated in the Rules, without any further notice. **Please note that no claim shall lie against the Corporation in respect of unclaimed dividend amount and shares transferred to IEPF Authority pursuant to the said Rules.**

The IEPF Rules and the application form (Form IEPF-5), as prescribed by the Ministry of Corporate Affairs, are available on the website of the Corporation at [www.bbtcl.com](http://www.bbtcl.com) as also on the website of the Ministry of Corporate Affairs at [www.iepf.gov.in](http://www.iepf.gov.in).

Please feel free to contact the Corporation / Karvy Computershare Pvt. Ltd. in case you have any queries at their following address / email / telephone number:

<b>The Bombay Burmah Trading Corporation, Limited</b> Secretarial Department, 9,Wallace Street, Fort, Mumbai 400001 Tel.: 022-22197101 Email: <a href="mailto:investorservices@bbtcl.com">investorservices@bbtcl.com</a> Website: <a href="http://www.bbtcl.com">www.bbtcl.com</a>	<b>M/s Karvy Computershare Pvt. Ltd.</b> Unit: <b>The Bombay Burmah Trading Corporation, Limited</b> Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad – 500 032. Toll Free No.: 1800-4258-998 Email: <a href="mailto:einward.ris@karvy.com">einward.ris@karvy.com</a> Website: <a href="http://www.karvy.com">www.karvy.com</a>
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Thanking you,  
Yours faithfully,  
For **The Bombay Burmah Trading Corporation, Limited**

**N H Datanwala**  
**Vice President Corporate and Company Secretary**