

EICHER MOTORS LIMITED

CIN: L34102DL1982PLC129877

Regd. Office: 3rd Floor-Select Citywalk, A-3 District Centre, Saket, New Delhi-110017

Corp. Office: 96, Institutional Area, Sector 32, Gurugram - 122 001, Haryana

Telephone: +91 124-4415600

Email: investors@eichermotors.com Website: www.eichermotors.com

January 22, 2020

To,
Name
Address:

Subject: Transfer of Shares to Investor Education and Protection Fund Authority

Dear Sir/ Madam,

This is to inform you that pursuant to the provisions of Section 124(6) of the Companies Act, 2013 ("the Act") read with Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, as amended ("the Rules"), all shares in respect of which dividend has not been paid or claimed for seven consecutive years or more are required to be transferred by the Company in the name of Investor Education and Protection Fund Authority ("IEPF Authority") established by the Central Government pursuant to the provisions of Section 125 of the Act.

As per the Company's records, dividend declared by the Company on March 22, 2013 and onwards has not been paid or claimed by you till date. Accordingly, shares held by you in the Company are liable to be transferred by the Company in the name of the IEPF Authority. The due date for transfer of above shares in the name of the IEPF Authority is April 25, 2020.

The shares shall be transferred within a period of thirty days from the due date and thereafter the physical share certificate held by you, if any, shall stand cancelled.

In case you wish to stop transfer of above share(s) in the name of the IEPF Authority, you are requested to claim your unpaid or unclaimed dividend from the Company. To claim your dividend, you are requested to write a letter to Company's Registrar & Share Transfer Agent (RTA) - Link Intime India Private Limited at Noble Heights, 1st Floor, Plot NH-2, C-1, Block LSC, Near Savitri Market, Janakpuri, New Delhi- 110058, such that said letter reaches Company's RTA before April 25, 2020. You shall also be required to include/attach following information/ documents in/with the letter:

Information required of registered shareholder:

- 1) Folio No. or DP ID/Client ID
- 2) Number of shares held
- 3) Distinctive Number of shares (Only for shares held in physical mode)
- 4) Share Certificate Number (Only for shares held in physical mode)
- 5) Father's name
- 6) Contact Number and E-Mail ID

Documents required of registered shareholder:

- 1) Self attested copies of:
 - a) PAN Card

- b) Latest address proof – Passport/ Driving License/ Aadhar Card/ Voter ID/ Electricity Bill (not older than 3 months)
 - c) Copy of Share Certificate (Only for shares held in physical mode)
- 2) Signatures duly attested by the Bank

Any letter received without above information/ documents shall be treated as incomplete and shall not be acknowledged. The above information and documents shall be subject to verification by the Company.

In case no communication is received from your side within the time period and in the manner provided above, the Company shall transfer the share(s) in the name of the IEPF Authority pursuant to the provisions of the Act and the Rules.

Any person whose share(s)/ unpaid dividend is transferred to the IEPF Authority may claim the share(s)/ dividend from IEPF Authority, pursuant to the provisions of Section 124 and 125 of the Act by submitting an online application in Form IEPF-5 available on the website www.iepf.gov.in. Simultaneously, claimant shall be required to submit a copy of Form IEPF-5 submitted with IEPF Authority duly signed and accompanied by all requisite documents to the Company at its registered office address at 3rd floor, Select Citywalk, A-3 District Centre, Saket, New Delhi 110017 in an envelope marked as “Claim for refund from IEPF Authority” for verification.

You are requested to go through the provisions of Section 124 and 125 of the Act and the Rules and also the information provided on the website www.iepf.gov.in. You may also write to the Company or Company’s RTA for any further information/ clarification in this regard.

**Yours faithfully,
For Eicher Motors Limited**

**Sd/-
Manhar Kapoor
General Counsel & Company Secretary**

Place: Gurugram, Haryana