



**DIVI'S LABORATORIES LIMITED**  
**CIN: L24110TG1990PLC011854**

**Regd. Off: 1-72/23(P)/Divis/303, Divi Towers, Cyber Hills, Gachibowli, Hyderabad 500032**  
**Ph:+91-40-66966300, Fax: +91-40-66966460, E-mail:mail@divislabs.com, Website:www.divislabs.com**

**Notice for transfer of unclaimed dividends / equity shares to Investor Education and Protection Fund**

R/DIV/DIVUNPD/

Date:

**Name**  
**Address**

**REF: FOLIO/DPID/CLIENTID:**

Dear Sir/Madam,

**Sub: Unclaimed Dividend and Transfer of Equity Shares of Divi's Laboratories Limited to the Investor Education and Protection Fund (IEPF)**

We draw your kind attention to the dividend warrant issued by the Company for the dividend declared for the FY 2016-17 on September 25, 2017, we found from our records that the said dividend warrant has not been encashed by you.

As per Section 124 of the Companies Act, 2013 ("Act") read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 ("the IEPF Rules"), **any money transferred to the Unpaid Dividend Account of the Company, which remains unpaid or unclaimed for a period of seven years from the date of transfer to respective Unpaid Dividend Account shall be transferred to the Investor Education and Protection Fund (IEPF)** established by Central Government. The Company has regularly uploaded on its website and also on the website of the Ministry of Corporate Affairs, Government of India, full details of such unpaid or unclaimed dividend amounts.

**Further, all shares in respect of which Dividend has not been paid or claimed for seven consecutive years, shall also be transferred to IEPF Account** in the name of the Company. Kindly note that all subsequent corporate benefits accruing on such shareholding shall also be credited in favour of the IEPF Authority.

The Company has been declaring dividend regularly and the dividend declared is remitted either electronically or by sending dividend warrant(s) at the registered address of the shareholders. In case, any dividend remains unpaid or unclaimed, the concerned shareholders were sent periodic reminder letters/ reminders by way of separate communication, as a note in the Notice convening the Annual General Meetings of the Company, to claim such unpaid or unclaimed dividend.

The below stated unpaid dividend amount pertaining to you can be claimed on or before September 30, 2024 and subsequently, your unpaid or unclaimed dividend(s) and corresponding share(s), are liable to be transferred to IEPF.

As per our records, the following dividends pertaining to you during the last seven consecutive years are still unpaid or unclaimed:

<b>Warrant No.</b>	<b>Net Amount (Rs.)</b>	<b>Date of Payment</b>	<b>Financial year</b>	<b>Last date to claim</b>

**Action to be taken by the Shareholder:**

You are requested to immediately claim your unpaid or unclaimed dividends by making an application as per enclosed Application-cum-Undertaking duly filled & signed along with requisite documents as mentioned

below to avoid transfer of your dividends / shares to IEPF. The documents need to be sent to KFin Technologies Limited, Registrar and Share Transfer Agent (“RTA”) of the Company at the address mentioned in the table below, on or before September 30, 2024:

**Shareholders holding shares in electronic form:** Self attested copy of client master list, showing your name, address, demat and bank account details registered against the demat account. Payment will be made to the Bank Account registered against the demat account.

**Shareholders holding shares in physical form:** Investor Service Request Form ISR – 1, Form ISR - 2 and Form No. SH 13 (Nomination Form) duly filled as per the instructions stated therein along with the supporting documents including original cancelled cheque stating your name as the Account holder.

As per SEBI circular dated November 3, 2021, and December 14, 2021, outstanding payments will be credited directly to the bank account if the folio is KYC Compliant. The Investor Request Forms are available at the website of RTA at: <https://ris.kfintech.com/clientservices/isc/default.aspx> and at Company’s website at <https://www.divislabs.com/investor-relations/shareholders-contact/#downloads>. Payment can be made to shareholders holding shares in physical form if the folio is KYC compliant.

In case, the dividend amount(s) are not claimed on or before September 30, 2024, the Company will be compelled to transfer the unclaimed interim dividend amount for F.Y. 2016-17 to the IEPF and consequently transfer the shares held by you to IEPF, without any further notice, by following the due process as provided under the IEPF Rules.

However, both the unclaimed dividend(s) amount and corresponding share(s) including all benefits accruing on such 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 at the address mentioned below. Please note that no claim shall lie against the Company in respect of shares/dividend transferred to IEPF pursuant to the said IEPF Rules.

The IEPF 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 IEPF Authority [www.iepf.gov.in](http://www.iepf.gov.in).

Please feel free to contact the Company / RTA., in case you have any queries at their following address / email / telephone number:

To Mr. P. Nageswara Rao Manager Kfin Technologies Limited Unit: Divi’s Laboratories Limited Selenium Tower B, Plot # 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad-500 032 Tel: +91-40-67161526, Toll Free No: 1800-4258-998 Email: <a href="mailto:einward.ris@kfintech.com">einward.ris@kfintech.com</a> Website: <a href="http://www.kfintech.com">www.kfintech.com</a>	To Mr. M. Satish Choudhury Company Secretary & Compliance Officer, Nodal Officer Divi’s Laboratories Limited 1-72/23(P)/Divis/303, Divi Towers, Cyber Hills, Gachibowli, Hyderabad - 500 032 Tel: +91-40-66966352 Email: <a href="mailto:cs@divislabs.com">cs@divislabs.com</a> Website: <a href="http://www.divislabs.com">www.divislabs.com</a>
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Thanking you,

Yours faithfully,  
**For Divi's Laboratories Limited**

**Sd/-**  
**M.Satish Choudhury**  
**Company Secretary & Compliance Officer, Nodal Officer**

**Application-Cum-Undertaking**  
**FOR ISSUE OF DUPLICATE DIVIDEND DEMAND DRAFT / DIVDEND PAY ORDER**

To  
Kfin Technologies Limited  
Unit: **Divi's Laboratories Limited**  
Selenium Tower B,Plot # 31-32,  
Gachibowli, Financial District,  
Nanakramguda, Hyderabad - 500 032

Date:

**Ref: Folio/DPID/Client ID:**

**Sub: Payment of unclaimed dividend**

This has reference to the letter dated March 27, 2024. Please arrange to make the payment of unpaid/unclaimed dividend as stated below based on this advice.

I/We hereby confirm that I/We have not encashed any of the Dividends paid by the Company in previous Financial Years as detailed below:

Warrant No.	Net Amount (Rs.)	Date of Payment	Financial year

**For shareholders holding shares in physical form:** I request you to update my KYC Details/ Bank Details & Nomination, as given below & stated in enclosed ISR - 1 Form, ISR - 2 Form, & SH - 13 against the above folio and accordingly, I am enclosing self-attested documents, being the documentary evidence of Identity and Address:

- Self-Attested copy of PAN card/Aadhar Card
- Self-Attested copy of Passport/ Aadhar Card/ latest Utility Bill (should not be older than 3 months)
- Investor Request Form (ISR): \_\_\_\_\_
- Original Cancelled cheque bearing the name of the shareholder(s) (for physical holding)
- Any Other : Pl specify

My bank details are as follows:

Bank Name:	
Bank Branch:	
Account Type:	
Account Number:	
MICR:	
IFSC:	

My new address: \_\_\_\_\_

**For shares held in Electronic/ Dematerialized Form:** New Bank Details are registered against my A/c. I am enclosing -

- Self Attested copy of the client master featuring my new address and bank details recorded against my Demat account.
- Self-Attested copy of PAN card/Aadhar Card

**Signature of the first-named Shareholder**

Place:

Date: