



## B & A LIMITED

CIN: L01132AS1915PLC000200

Regd. Office: Indu Bhawan, Mahatma Gandhi Road, Jorhat – 785 001

Corp. Office: 113, Park Street, 9<sup>th</sup> Floor, Kolkata – 700 016

Website: www.barooahs.com, E-mail: investorrelations@bandaltd.in


Phone: (033) 2217 6815, 2265 7389, 2229 5098, 4004 7472 Fax: (033) 2265 1388

Ref. No. : B&A/IEPF

Date: 15.06.2020

Certified to be true  
For B & A Ltd.



  
D. Chowdhury  
Company Secretary

Folio/DP ID No. :

Dear Member,

**Sub : Transfer of Equity Shares to 'Investors Education and Protection Fund' (IEPF) pursuant to section 124(6) of the Companies Act' 2013 read with IEPF (Accounting, Audit, Transfer and Refund) Rules 2016 and Amendment Rules 2017.**

Please take note that all dividends declared in the seven Annual General Meetings of the Company held from 27<sup>th</sup> August 2013 to 14<sup>th</sup> September 2019 have remained unpaid/unclaimed by you.

In connection with the above, we invite your attention towards the provisions of section 124(6) of Companies Act' 2013 read with IEPF (Accounting, Audit, Transfer and Refund) Rules 2016 and Amendment Rules 2017 (hereinafter the Rules) which inter alia provides that all shares in respect of which dividend have remained unpaid/unclaimed for seven years or more shall be transferred by the Company to IEPF. Following are the procedures contained in the rules which are as under:

1. In case of shares held in physical form – By issuance of new share certificate(s) and thereafter transferring the same to the IEPF Account. Accordingly, the original share certificate(s) held by you shall automatically stand cancelled.
2. In case of shares held in demat mode – By transfer of shares directly to IEPF Account through the depository participants as per the Rules.

In case you have any lawful reservation/objection in complying with the above provisions of law for transferring your shares to the IEPF Account we request you to comply with the following by 2<sup>nd</sup> October 2020.

### **Where shares are held in physical form**

Please send a claim letter supported by a self-attested photocopy of your Pan Card and Aadhaar Card/Passport/ Voter's ID etc., in respect of identity and address proof to the Company's Registrar & Share Transfer Agents M/s MCS Share Transfer Agent Ltd. (Attn. Mr. Partha Mukherjee) at 383, Lake Gardens, 1<sup>st</sup> Floor, Kolkata – 700045 or e-mail properly scanned claim letter supported by the documents as stated above to mcssta@rediffmail.com.

**Where shares are held in dematerialized form**

Please visit/contact your 'Depository Participant' and update your address and bank details and send to the Company's Registrar & Share Transfer Agents M/s MCS Share Transfer Agent Ltd. (Attn. Mr. Partha Mukherjee) at 383, Lake Gardens, 1<sup>st</sup> Floor, Kolkata – 700045 claim letter supported by your self-attested photocopies of latest 'Client Master List' and your Pan Card and Aadhaar Card/Passport/Voter's ID etc., in respect of identity and address proof or e-mail properly scanned claim letter supported by the documents as stated above to mcssta@rediffmail.com.

It may also be noted that in terms of section 124(6) of the Companies Act' 2013 read with Rule 7 of the Rules shares transferred to IEPF Account may also be claimed by making an online application in form no. IEPF 5 which is available at www.iepf.gov.in. No claim shall lie against the Company in respect of unclaimed dividend amount and the shares transferred to IEPF Account pursuant to the Rules.

In the event valid claim is not received by the Company by 2<sup>nd</sup> October 2020 then the Company shall take action towards transfer of the shares to the IEPF Account by following the procedures prescribed under the abovementioned Rules.

**By Order of the Board**

Place: Kolkata

D. Chowdhury  
(Company Secretary)

Certified to be true

For B & A Ltd.



D. Chowdhury  
Company Secretary

