

5<sup>th</sup> April, 2017

BSE Limited  
Department of Corporate Services  
Phrioze Jeejeebhoy Towers  
Dalal Street, Mumbai 400 001

National Stock Exchange of India Limited  
Exchange Plaza, Listing Department  
Bandra-Kurla Complex  
Bandra (East), Mumbai 400 051

Dear Sir,

Sub: Intimation of Transfer of Equity Shares of the Company to Investor Education and Protection Fund (IEPF) Demat Account

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Pursuant to Regulation 30 read with Schedule III Part A of Para A of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we enclose the following:

- (a) Copy of Circular Letter dated 31<sup>st</sup> March, 2017.
- (b) Copies of Newspaper Notice published on 5<sup>th</sup> April, 2017.

2. The Circular Letter was sent by post to the shareholders who have not claimed their dividends for seven or more consecutive years and whose shares are liable for transfer to IEPF Demat Account as per Section 124(6) of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 notified by the Ministry of Corporate Affairs (as amended).

3. This is for your information and records.

Thanking you,

Yours faithfully,  
**VOLTAS LIMITED**  
  
**(V. P. MALHOTRA)**  
**Vice President - Taxation,**  
**Legal & Company Secretary**

Enc.

**VOLTAS LIMITED**

Corporate Management Office

Registered Office Voltas House 'A' Dr Babasaheb Ambedkar Road Chinchpokli Mumbai 400 033

Tel 91 22 66656251 66656258 Fax 91 22 66656311 e-mail [vpmalhotra@voltas.com](mailto:vpmalhotra@voltas.com) website [www.voltas.com](http://www.voltas.com)

Corporate Identity Number L29308MH1954PLC009371

A **TATA** Enterprise

# VOLTAS LIMITED

Registered Office: Voltas House 'A', Dr. Babasaheb Ambedkar Road, Chinchpokli, Mumbai 400 033.  
Telephone No.: 91 22 66656511; Fax No.: 91 22 66656311  
Website: www.voltas.com; E-mail: shareservices@voltas.com  
CIN: L29308MH1954PLC009371

Dear Shareholder(s),

31st March, 2017

**Sub: Transfer of Equity Shares of the Company to demat account of the Investor Education and Protection Fund (IEPF) Authority**

This has reference to the captioned subject.

- (a) As you are aware, dividend declared by the Company is remitted either electronically or by sending dividend warrant at the registered address of the shareholders. We have sent reminders periodically to the shareholders at their last registered address for claiming their unencashed dividend, if any.
- (b) As per the provisions of Section 124 of the Companies Act, 2013, all unpaid/unclaimed dividends are required to be transferred by the Company to the IEPF established by the Central Government, after completion of seven years. Full details of such unclaimed dividends are regularly updated on the website of the Ministry of Corporate Affairs ("MCA") as well as on the Company's website www.voltas.com.
- (c) MCA has notified the "Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016" ("Rules") which have come into force from 7th September, 2016. The Rules were further amended on 28th February, 2017. The Rules (as amended), amongst other matters, contain provisions for transfer of all shares in respect of which dividend has not been encashed or claimed during the last seven consecutive years or more to the demat account of IEPF Authority (IEPF account).
- (d) **As per our records, the amount(s) of dividends indicated overleaf are lying unpaid/unclaimed in respect of your folio/demat account. You are therefore requested to claim the unpaid/unclaimed amount(s) by returning the tear-off portion, duly signed, at the earliest but not later than 31st May, 2017 to TSR Darashaw Limited, Registrar & Share Transfer Agent of the Company.**
- (e) In order to comply with the requirements set out in the Rules, the Company shall initiate necessary action for transfer of shares to the IEPF account. In case you hold shares in physical form, the Company would issue duplicate share certificate(s) for the purpose of transfer of shares to the IEPF account. Upon issue of duplicate share certificate(s), the original share certificate(s) registered in your name will automatically stand cancelled and shall be deemed to be non-negotiable/non-transferable. In case you hold shares in demat, the Company shall inform the depository by way of corporate action for transfer to the IEPF account.
- (f) **In case the dividends are not claimed before 31st May, 2017, the Company shall transfer the shares to the IEPF account by the due date as per procedure stipulated in the Rules, without any further notice. No claim shall lie against the Company in respect of unclaimed dividend amount and shares transferred to IEPF Authority pursuant to the said Rules.**
- (g) You may, however claim from IEPF Authority, both the unclaimed dividend amount and the shares by making an on-line application in prescribed Form IEPF-5 along with fees, and send the physical copy of the said Form duly signed (as per the specimen signature recorded with the Company) along with the relevant documents stated in Form IEPF-5. **The Rules and Form IEPF-5, as prescribed by the MCA for claiming back the shares/dividend, are available on the website of the Company www.voltas.com as well as on the website of MCA at www.iepf.gov.in .**
- (h) Please feel free to contact the Company/TSR Darashaw Limited in case you have any queries at the following email/telephone number(s):

Company contact details	TSR contact details
Mr. V. P. Malhotra Vice President - Taxation, Legal & Company Secretary Voltas Limited Voltas House A, Dr. Babasaheb Ambedkar Road, Chinchpokli, Mumbai 400 033 Email: shareservices@voltas.com Tel. Nos.: 022 66656251 / 252 / 253; Fax No.: 022-66656311	Ms. Mary George TSR Darashaw Limited 6-10, Haji Moosa Patrawala Industrial Estate 20, Dr. E. Moses Road, Near Famous Studio Mahalaxmi, Mumbai 400 011 Email: csg-unit@tsrdarashaw.com Tel. No.: 022 66568484, Fax No.: 022 66568494

Assuring you of our best services.

Yours faithfully,

For Voltas Limited

**V.P. Malhotra**  
Vice President - Taxation,  
Legal & Company Secretary

To,  
TSR DARASHAW LIMITED  
(Unit : Voltas Limited)  
6-10, Haji Moosa Patrawala Industrial Estate,  
20, Dr. E. Moses Road, Near Famous Studio, Mahalaxmi,  
Mumbai 400 011. (CIN:U67120MH1985PLC037369)

Dear Sir/Madam,

**Sub : Payment of unclaimed dividend**

(Tick ✓ whichever is applicable)

- I enclose the original dividend warrant/s as per particulars given overleaf. Kindly arrange for payment thereof.
- I do not possess the dividend warrant/s as per particulars given overleaf. Kindly arrange for payment on the basis of this advice.

I confirm that I have neither encashed the dividend warrant earlier sent to me nor have I received any money in connection with the payment(s) mentioned herein.

\_\_\_\_\_  
Signature of first holder



**VOLTAS LIMITED****NOTICE TO SHAREHOLDERS****Transfer of Equity Shares to the demat account of the Investor Education and Protection Fund Authority**

Notice is hereby given that pursuant to the provisions of Section 124 of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 notified by the Ministry of Corporate Affairs with effect from 7th September, 2016 and as amended on 28th February, 2017 ('the Rules'), the **Equity Shares of the Company in respect of which dividend has remained unclaimed or unpaid for seven consecutive years or more are required to be transferred by the Company to the demat account of the Investor Education and Protection Fund (IEPF) Authority.**

The Company has sent individual notices to the concerned shareholders at their registered address whose shares are liable to be transferred to IEPF, advising them to claim the dividends.

The Company has uploaded details of concerned shareholders whose shares are due for transfer to the demat account of the IEPF Authority (IEPF Account) on its website at [www.voltas.com](http://www.voltas.com). Shareholders are requested to refer to the said website to verify the details of unencashed dividends and the shares liable to be transferred to IEPF Account.

**In case the Company does not receive any valid claim from the concerned shareholders by 31st May, 2017, the Company shall with a view to comply with the Rules, transfer the shares to the IEPF Account by the due date as per the procedure stipulated in the Rules.**

The concerned shareholders may note that upon transfer of shares to IEPF Account, including all benefits accruing on such shares, if any, the same can be claimed by them only from the IEPF Authority by following the procedure prescribed under the Rules.

The concerned shareholders, holding shares in physical form and whose shares are liable to be transferred to IEPF Account, may note that the Company would as per the IEPF Rules, issue duplicate Share Certificate(s) in lieu of the original Share Certificate(s) held by them for the purpose of transfer of shares to the IEPF Account. Upon issue of such duplicate Share Certificate(s), the original Share Certificate(s) in the name of the shareholder will automatically stand cancelled and shall be deemed to be non-negotiable/non-transferable.

In respect of shares held in Demat form, delivery instruction slip shall be signed by the Company for transferring the shares to the IEPF Account, as stipulated in the said Rules.

The shareholders may further note that the details uploaded by the Company on its website should be regarded and shall be deemed as adequate notice by the Company for the purpose of transfer of shares to the IEPF Account. No claim shall lie against the Company in respect of unclaimed dividend amount and equity shares transferred to the IEPF Account.

For further information, the concerned shareholders may contact TSR Darashaw Limited, the Registrar and Transfer Agent of the Company at 6-10, Haji Moosa Patrawala Industrial Estate, 20, Dr. E. Moses Road, Near Famous Studio, Mahalaxmi, Mumbai 400 011; Phone: 91-22-6656 8484; Fax: 91-22-6656 8494; E-mail: [csg-unit@tsrdarashaw.com](mailto:csg-unit@tsrdarashaw.com); Website: [www.tsrdarashaw.com](http://www.tsrdarashaw.com)

**VOLTAS LIMITED**

V.P. Malhotra

Vice President - Taxation,  
Legal & Company SecretaryMumbai,  
3rd April, 2017**Registered Office:**Voltas House 'A',  
Dr. Babasaheb Ambedkar  
Road, Chinchpokli,  
Mumbai 400 033.

Tel. No. : 91 22 66656511

Fax No. : 91 22 66656311

Website : [www.voltas.com](http://www.voltas.com)e-mail : [shareservices@voltas.com](mailto:shareservices@voltas.com)

CIN : L29308MH1954PLC009371

## **व्होल्टास लिमिटेड**

### **भागधारकांना सूचना**

**समभागांचे गुंतवणूकदार शिक्षण व संरक्षण निधी प्राधिकार्यांच्या डीमॅट खात्यामध्ये स्थानांतरण**

कंपनी कायदा, २०१३ च्या अनुच्छेद १२४ च्या तरतुदी सहवाचन कॉर्पोरेट कामकाज मंत्रालयाद्वारे अधिसूचित दि. ०७ सप्टेंबर, २०१६ पासून प्रभावी व दि. २८ फेब्रुवारी, २०१७ पासून सुधारित गुंतवणूकदार शिक्षण व संरक्षण निधी प्राधिकारी (लेखा, लेखापरीक्षण, हस्तांतरण व पस्तावा) नियम, २०१६ (नियम) अंतर्गत याद्वारे सूचना देण्यात येत आहे की, लागोपाठ सात वर्षे वा त्याहून अधिक वर्षांकरिता दावारहित वा अप्रदानित राहिलेल्या लाभांशासंदर्भातील कंपनीच्या समभागांचे कंपनीद्वारे गुंतवणूकदार शिक्षण व संरक्षण निधी (आयईपीएफ) प्राधिकार्यांच्या डीमॅट खात्यामध्ये स्थानांतरण करण्यात येत आहे.

ज्या भागधारकांचे शेअर्स आयईपीएफमध्ये हस्तांतरित करावयाचे आहेत अशा संबंधित भागधारकांना त्यांच्या लाभांशाचा दावा करण्याचा सरुला देणाऱ्या व्यक्तिगत सूचना कंपनीने त्यांच्या उपलब्ध पत्त्यांवर पाठवल्या आहेत.

आयईपीएफ प्राधिकार्यांच्या डीमॅट खात्यामध्ये (आयईपीएफ खाते) स्थानांतरित करण्यात यावयाच्या शेअर्सशी संबंधित भागधारकांचा तपशील कंपनीने त्यांची वेबसाइट [www.voltas.com](http://www.voltas.com) वर अपलोड केलेला आहे. रोखीकृत न केलेले लाभांश व आयईपीएफ खात्यामध्ये स्थानांतरित करावयाचे शेअर्स यांच्या तपशिलाची पडताळणी करण्यासाठी भागधारकांनी कृपया सदर वेबसाइट पाहवी.

दि. ३१ मे, २०१७ रोजीपर्यंत कंपनीला संबंधित भागधारकांकडून कोणताही वैध दावा प्राप्त न झाल्यास, नियमांच्या अनुपालनांतर्गत कंपनी नियमांतर्गत विहित प्रक्रियेनुसार नियत तारखेपर्यंत कंपनी आयईपीएफ खात्यामध्ये शेअर्सचे हस्तांतरण करील.

संबंधित भागधारकांनी नोंद घ्यावी की आयईपीएफ खात्यामध्ये शेअर्सच्या स्थानांतरणाप्रचात अशा शेअर्सवरील लाभांशमवेत, काही असल्यास, सदर शेअर्सकरिताचा दावा नियमांतर्गत विहित प्रक्रियेचे पालन करून आयईपीएफ प्राधिकार्यांकडून करता येऊ शकेल.

प्रत्यक्ष स्वरूपात भागधारक असलेल्या व ज्यांचे शेअर्स आयईपीएफ खात्यामध्ये स्थानांतरित करण्यात यावयाचे आहेत अशा संबंधित भागधारकांनी नोंद घ्यावी की, आयईपीएफ नियमानुसार कंपनी आयईपीएफ खात्यामध्ये शेअर्सच्या स्थानांतरणकरिता त्यांच्याद्वारे धारण केलेल्या मूळ शेअर प्रमाणपत्रांच्या बदल्यात ड्युप्लिकेट शेअर प्रमाणपत्रे जारी करील. अशा ड्युप्लिकेट शेअर प्रमाणपत्रांच्या वितरणाप्रचात, भागधारकांच्या नावे असलेले मूळ शेअर प्रमाणपत्र आपोआप रद्द ठरेल व ते विक्रीयोग्य/हस्तांतरणीय समजण्यात येणार नाहीत.

डीमॅट स्वरूपात धारण केलेल्या शेअर्ससंदर्भात सदर नियमांतर्गत विहित केल्यानुसार आयईपीएफ खात्यामध्ये हस्तांतरित करण्याकरिता कंपनीद्वारे वितरण निर्देश पत्र स्वाक्षरीत करण्यात येईल.

भागधारकांनी पुढे नोंद घ्यावी की, कंपनीद्वारे त्यांच्या वेबसाइटवर अपलोड करण्यात आलेला तपशील वाचावा व तो आयईपीएफ खात्यामध्ये शेअर्सच्या स्थानांतरणकरिता कंपनीद्वारे योग्य ती सूचना समजण्यात यावी. आयईपीएफ खात्यामध्ये स्थानांतरित करावयाचे दावारहित लाभांश रक्कम व समभागांसंदर्भात कंपनीविरोधात कोणताही दावा स्वीकारला जाणार नाही.

पुढील माहितीकरिता संबंधित भागधारकांनी टीएसआर दारशॉ लिमिटेड, कंपनीचे रजिस्ट्रार व ट्रान्सफर एजंट यांचा पत्ता ६-१०, हजवी मूसा पत्रवाला इंडस्ट्रियल इस्टेट, २०, डॉ. ई. मोड्रेस रोड, फेमस स्टुडिओजवळ, महालक्ष्मी, मुंबई - ४०० ०११, दूरध्वनी : ९१-२२-६६५६ ८४८४, फॅक्स : ९१-२२-६६५६ ८४९४, ई-मेल : [csg-unit@tsrdarashaw.com](mailto:csg-unit@tsrdarashaw.com), वेबसाइट : [www.tsrdarashaw.com](http://www.tsrdarashaw.com) येथे संपर्क साधावा.

**व्होल्टास लिमिटेड**  
व्ही. पी. मल्होत्रा  
उपाध्यक्ष - कराधान,  
विधी व कंपनी सचिव

मुंबई,

दि. ३ एप्रिल, २०१७.

**नोंदणीकृत कार्यालय :**

व्होल्टास हऊस ए,

डॉ. बाबासाहेब आंबेडकर मार्ग,

चिंचवोकळी, मुंबई - ४०० ०३३.

दूर. क्र. : ९१ २२ ६६६५६५११

फॅक्स क्र. : ९१ २२ ६६६५६३११

वेबसाइट : [www.voltas.com](http://www.voltas.com)

ई-मेल : [shareservices@voltas.com](mailto:shareservices@voltas.com)

सीआयएन : L29308MH1954PIC009371