



## BHARAT HEAVY ELECTRICALS LIMITED

CIN: L74899DL1964GOI004281

Regd. Office: BHEL House, Siri Fort, New Delhi-110049

Website: [www.bhel.com](http://www.bhel.com), E-mail: [shareholderquery@bhel.in](mailto:shareholderquery@bhel.in)

Phone: 011-66337598

**FOR IMMEDIATE ATTENTION & ACTION BY SHAREHOLDERS**

Date: \_\_ November, 2024

Name & postal Address of Shareholder

Dear Shareholder(s),

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

**REF : FOLIO/DPID/CLIENT ID:**

**No. of shares:**

As you are aware, dividend declared by the Company is remitted either electronically or by sending dividend warrant to the registered address of the shareholders. As per the applicable provisions of the Companies Act, any dividend unclaimed by the shareholder and transferred to Unpaid Dividend Account of a company which remains unpaid or unclaimed for a period of 7 years shall be transferred to Investor Education and Protection Fund (IEPF). We regularly upload on our website full details of such unpaid or unclaimed dividends before transferring to IEPF. In line with the extant Rules, unclaimed dividend for the year 2017-18 (Interim Dividend) is proposed to be transferred to IEPF on 09.03.2025.

Ministry of Corporate Affairs has notified "Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016", as amended ([www.iepf.gov.in](http://www.iepf.gov.in)). 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 or more in the name of IEPF Authority.

**As per our records, you have not encashed any dividend declared by the Company for the last 7 years i.e. from 2017-18 (Interim Dividend) onwards. Since all the dividends on the shares held by you, remained unclaimed for last 7 consecutive years, the shares held by you are liable to be transferred to IEPF Authority, in case you do not claim the dividend pertaining to these years by 09.03.2025.**

**We request you to claim the unpaid or unclaimed dividend from 2017-18 (Interim Dividend) onwards due to you by sending a formal letter along with self-attested copy of PAN Card, Cancelled Cheque/Updated Client Master List and address proof immediately to M/s Alankit Assignments Limited., Registrar and Transfer Agents of the Company so that your shares are not transferred by the Company to IEPF Authority.** It is pertinent to mention that the procedure for claiming unpaid dividend is also available on the website of the company <https://www.bhel.com/index.php/shareholders-information>

In case, you do not encash dividend by above mentioned date, the Company shall be compelled to transfer the unclaimed dividend for 2017-18 (Interim Dividend) alongwith the underlying shares held by them to IEPF, without any further notice, by following the due process as enumerated in the aforesaid rules.

Please note that no claim shall lie against the company in respect of the unpaid dividend/share transferred to the IEPF Authority. However, you can claim from IEPF Authority both unclaimed dividend amount and the shares transferred to IEPF Authority Account by making an application in Form IEPF-5 online on [www.iepf.gov.in](http://www.iepf.gov.in) 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 Company at its registered office or to M/s Alankit Assignments Limited., Registrar and Transfer Agents of the Company for verification of your claim.

Please feel free to contact the Company / M/s Alankit Assignments Limited in case you have any queries at their following address / email / telephone number:

Shri Sumit Kumar/ Shri Rajesh Kumar Varun  
**Bharat Heavy Electricals Limited**  
BHEL House,  
Siri Fort,  
New Delhi-110049  
Tel.: -011-66337474/66337507  
Email: [shareholderquery@bhel.in](mailto:shareholderquery@bhel.in)  
Website: [www.bhel.com](http://www.bhel.com)

Shri Ramesh Khatua  
Registrar and Share Transfer Agent  
**M/s Alankit Assignments Limited**  
(Unit: Bharat Heavy Electricals Limited)  
4E/2 Alankit House, Jhandewalan Extension,  
New Delhi-110055  
Tel No.: +91-011-42541234  
Fax No.: +91-011-23552001  
Email: [rt@alankit.com](mailto:rt@alankit.com)  
Website: [www.alankit.com](http://www.alankit.com)

Thanking you,

Yours faithfully,

For Bharat Heavy Electricals Limited

Sd/-

**Dr. Yogesh R Chhabra**

**Company Secretary**

New Delhi

November \_\_, 2024