



BHARAT HEAVY ELECTRICALS LIMITED

CIN: L74899DL1964GOI004281

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

Website: www.bhel.com, E-mail: shareholderquery@bhel.in

Tel.: 011-66337000, Fax: 011-66337428

FOR IMMEDIATE ATTENTION & ACTION BY SHAREHOLDERS

Date: 3rd December, 2021

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 2014-15 (Interim Dividend) is proposed to be transferred to IEPF on 15.03.2022.

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). 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 2014-15 (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 15.03.2022.

We request you to claim the unpaid or unclaimed dividend from 2014-15 (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 claim dividend and the dividend due to you pertaining to last 7 years remains unpaid by **15.03.2022**, the Company shall be compelled to transfer the shares held by you to IEPF Authority, 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 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 Rajeev Sharma
Bharat Heavy Electricals Limited
BHEL House,
Siri Fort,
New Delhi-110049
Tel.: -011-66337474/66337502
Email: shareholderquery@bhel.in
Website: 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
Website: www.alankit.com

Thanking you,

Yours faithfully,

For Bharat Heavy Electricals Limited

Sd/-

Rajeev Kalra
Company Secretary
New Delhi

December 3, 2021