

PROCEDURE FOR CLAIMING DIVIDEND FROM THE COMPANY

The Dividend (Final/Interim) declared by the Company for any financial year, is deposited into a separate bank account and the same is disbursed to the eligible shareholders within the statutory limit of 30 days, either through electronic mode or by issuing dividend warrants.

Dividend amount which remains unpaid / unclaimed in the dividend account after 30 days from the date of transfer of the amount to the dividend account, shall be transferred to unpaid dividend account and will remain in that account for a period of 7 years. Any shareholder who has not received dividend, can make a claim for receipt of the same, either to the Company or to the Company's Registrar and Transfer Agent, MUFG Intime India Pvt. Ltd., by following the below mentioned procedure:

1. Shareholders who are holding shares in physical form must submit a request letter with complete contact information of the shareholder either through e-mail or post. Request letter shall be accompanied by a cancelled cheque/copy of Bank Passbook with the following details;
 - a) Name of shareholder
 - b) Bank Account No.
 - c) Nature of Bank Account (Savings Account/Current Account)
 - d) Branch address of the Bank
 - e) IFSC code
 - f) MICR code
2. Shareholders who are holding shares in demat form can submit a signed request letter by mail /post & client master list, with updated bank details for processing dividend.
3. Shareholders can attach a copy of stale Dividend Warrant/DD, if any, issued by the Company. If the original dividend warrant /CML is not available, then the shareholder shall submit a Letter of Undertaking (LOU) along with the requisition letter.
4. If the dividend amount exceeds Rs.25,000, then the shareholder is required to furnish LOU on a non-judicial stamp paper of Rs.200/- (minimum value). The same should be witnessed by two persons and duly authorized by Notary. The format of LOU is enclosed herewith.
5. The shareholder may update any change in his bank account to the Stock Broker, if shares are held in dematerialized form. If the shares are held in physical form, he can inform either the Company or the RTA, with a copy of the cancelled cheque or bank passbook with full particulars of bank account as mentioned above.
6. The Company after due verification of the records in consultation with RTA will arrange to make payment via. Direct Credit/NEFT/RTGS modes only in lieu of the uncashed dividend warrant(s)/Demand Drafts. No physical instruments will be issued by the Company in this regard.

Address for investor correspondence

The Shareholder can, for claiming dividend, contact either the Secretarial Department of the Company or the RTA, in the below given address;

The Company Secretary V-Guard Industries Limited 42/962, Vennala High School Road, Vennala, Ernakulam – 682028 Phone: 0484-3005616/5639/5643 e- mail: secretarial@vguard.in ; cscompliance@vguard.in	Ms. Dhanalakshmi S MUFG Intime India Private Limited Surya, 35, Mayflower Avenue, Behind Senthil Nagar, Sowripalayam Road, Coimbatore – 641028 Phone: 0422-2314792, E-mail: ghanalakshmi.s@linkintime.co.in
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FORMAT OF LETTER OF UNDERTAKING FOR CLAIMING UNPAID DIVIDEND

(Please type this letter after carefully reading the notes mentioned below the format)

To,
The Company Secretary/Board of Directors,
(Name of the Company)
(Address of the company)

Dear Sir(s),

Sub: Claiming unpaid Dividend

I, (name of the applicant(s) aged ____ years, residing at (address of the applicant), holding ____ Equity Shares of (name of the company) of Rs. ____ each, of the following description:

<u>Folio No./ DPID-Client ID</u>	<u>Certificate Nos</u>	<u>Distinctive Nos.</u>	<u>Shares</u>
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For my above holding, the dividend warrant / Demand draft of the following description were issued by the company.

<u>Year</u>	<u>Dividend Warrant No/ Demand Draft no</u>	<u>Amount (Rs.)</u>
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I have lost/misplaced/not received the above mentioned Dividend Warrant / Demand draft. I confirm that I have not encashed the said Dividend Warrant / Demand draft.

I request the Company to credit the above dividend amount in the bank account as per the details mentioned below, in lieu of the original Dividend Warrant / Demand draft for the above mentioned financial year(s) for the shares covered under Folio No / DPID-Client ID _____. In consideration of the Company having agreed to credit the above dividend amount in the bank account as per the details mentioned below in my name, I am executing a bond in favour of the Company.

Bank Name	Account no	IFSC Code	MICR no
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Upon the Company having agreed to credit the above dividend amount in the bank account as per the details mentioned below in lieu of the original Dividend Warrant / Demand Draft issued earlier for the aforesaid shares, I, the undersigned applicant hereunder for myself, my heirs, executors, administrators and assigns do hereby jointly and severally covenant with the Company, its successors and assigns and agree undertake at all times save, defend and to indemnify and keep indemnified the Company, its successors and assigns its estate and effects, and its directors, manager, secretary and shareholders and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts., claims and demands whatsoever for or on account of the said shares or dividends or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner howsoever.

I undertake to surrender the said original Dividend Warrant / Demand draft to the company for cancellation, if and when the same is/are found at a later date.

Yours truly,

[Signature of the Applicant(s)]

Name of the Applicant:

Address of the Applicant:

Place:

Date:

NOTES:

1. LOU should be on non-judicial stamp paper of Rs.200/- if the dividend amount is above Rs. 25000 and it should be witnessed by two persons. Letter which is furnished on non-judicial stamp paper, the same should be duly authorized by Notary.
 2. We request you to update the bank details in the demat account & submit the client master of the demat account.
 3. If shares are held in Physical folio, we request you to submit a cancelled cheque leaf.
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