



MCS Share Transfer Agent Limited

F-65 1ST Floor, Okhla Industrial Area, Phase - I, New Delhi - 110020
Phone No: 011-41406149, Fax-011-41709881, Email: admin@mcsregistrars.com
Website: www.mcsregistrars.com, CIN NO.U67120WB2011PLC165872



3 July 2020

For Immediate Attention

Folio No. / DP ID – Client ID:

Subject: Compulsory Transfer of Equity Shares of Shareholders of Minosha India Limited (Formerly Ricoh India Limited) ('the Company') to the Investor Education and Protection Fund – Compliance with IEPF Authority (Accounting, Audit, Transfer and Refund) Rules, 2016

Dear Shareholder

As per the applicable provisions of the Companies Act, 2013, all unpaid or unclaimed dividends are required to be transferred by the Company to the Investor Education and Protection Fund ('IEPF').

The Company uploads detail of such unpaid / unclaimed dividends on its Website and also submit the concerned information to Ministry of Corporate Affairs.

The Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 including its amendment (the 'IEPF Rules') amongst other matters provides for Transfer of Shares in respect of which Dividend has not been paid or claimed for Seven or more consecutive years to the IEPF Authority.

As per the record's, you have not claimed Dividend declared by the Company for the Financial year 2007-08 and consequently as per the requirement of Law, the said unclaimed Dividend has already been transferred to the IEPF Authority in the year 2015.

The Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Second Amendment Rules, 2019 mandates that all Shares in respect of which Dividend has been transferred to Investor Education and Protection Fund on or before the 7 September 2016 also gets transferred to the Investor Education and Protection Fund by the Company.

In the light of the above, we therefore, request you to file a claim in respect of Equity Shares on which said Dividend remains unclaimed for the Financial year 2007-08 by making an application on or before **Monday, 10 August 2020** to us Company's Registrar's & Share Transfer Agent - MCS Share Transfer Agent Limited, F-65, First Floor, Okhla Industrial Area, Phase-1, New Delhi-110020. Tel.: 011-41406149-52; Contact Person: Mr. Ajay Dalal, Senior Manager (Admin), Email: ajay@mcsregistrars.com or helpdeskdelhi@mcsregistrars.com. or alternatively you can also contact - Company Secretary, Minosha India Limited (Formerly Ricoh India Limited), 7th Floor, Tower 'B', Windsor IT Park, A-1, Sector – 125, Expressway, Noida, Gautam Budh Nagar, Uttar Pradesh – 201 301, Email ID: mil.secretarial@minosha.in, Telephone Number: +91-120-4582900 so that your Shares do not get transferred to the IEPF Authority in compliance with the IEPF Rules.

Please note that if we do not hear anything from you on this communication on or before **Monday, 10 August 2020**, the Company will transfer the concerned Shares to the IEPF Authority without any further Notice for ensuring compliance with the IEPF Rules. Further, subsequent corporate benefits accruing on such Shares shall also be credited in favour of IEPF.

You may however, kindly note that both the unclaimed Dividend and corresponding Shares transferred to IEPF Authority including all benefits accruing on such Shares, if any, can be claimed back by a Shareholder from the IEPF Authority after following the procedure prescribed by the IEPF Rules.

Thus, no claim will lie against the Company in respect of unclaimed Dividend and the Shares transferred to the IEPF Authority pursuant to the IEPF Rules.

The concerned Shareholders holding Shares in Physical form and whose Shares are liable to be transferred to IEPF Authority may note that the Company would be issuing Duplicate Share Certificate(s) in lieu of the original Share Certificate(s) held by them for the purpose of transfer of shares to IEPF Authority as per the requirement of IEPF Rules and upon such issue, the Company shall inform the Depository by way of Corporate action to convert the Duplicate Share Certificate(s) into Demat form and transfer in favour of IEPF Authority.

The original Share Certificate(s) which stand registered in their name will stand automatically cancelled and be deemed non-negotiable.

Shareholders holding Shares in Demat form may note that the Company shall inform the Depository by way of Corporate action for transfer of Shares in favour of IEPF Authority.

Please note that the details uploaded in this regard by the Company on its Website www.minosha.in be regarded and shall be deemed adequate Notice in respect of issue of duplicate share certificate(s) by the Company for the purpose of transfer of Shares to IEPF Authority.

For any guidance or assistance in the matter you may kindly contact us - Company's Registrar's and Share Transfer Agent - MCS Share Transfer Agent Limited, Contact Person: Mr. Ajay Dalal, Senior Manager (Admin), Email ID: ajay@mcsregistrars.com or helpdesk@mcsregistrars.com, F-65, First Floor, Okhla Industrial Area, Phase-1, New Delhi-110020. Tel.: 011-41406149-52 or alternatively you may also contact Company Secretary, Minosha India Limited, 7th Floor, Tower `B`, Windsor IT Park, A-1, Sector – 125, Expressway, Noida, Gautam Budh Nagar, Uttar Pradesh – 201 301, Email ID: mil.secretarial@minosha.in, Telephone Number: +91-120-4582900.

Thanking you

Yours faithfully

For **MCS Share Transfer Agent Limited**

Sd/-

Authorised Signatory