



LUDLOW JUTE & SPECIALITIES LIMITED

Registered Office:

KCI Plaza, 4th Floor, 23C, Ashutosh Chowdhury Avenue,
Kolkata – 700019

CIN: L65993WB1979PLC032394

Phone : 91-33-2283-9081/9082/9083

Fax No: 91-33-2283-9078/4503

E-Mail: info@ludlowjute.com

Website: www.ludlowjute.com

Date: 30th March, 2017

To,
The Shareholders,

SUB: Transfer of Ordinary Shares of the Company to “The Investor Education & Protection Fund” (IEPF) pursuant to section 124 (6) of the Companies Act, 2013, read with Rule 6 of the Investor Education & Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules 2016 and Amendment Rules, 2017

In connection to above, we invite your attention towards the provisions of section 124 (6) of the Companies Act, 2013, read with Rule 6 of the Investor Education & Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules 2016 and Amendment Rules, 2017, which inter-alia provides that all shares in respect of which dividend have remain unpaid/unclaimed for last seven years shall be transferred by the Company in the name of IEPF Suspense Account, following the procedures contained in the Rules which are as under:

- a) In case shares are held in physical form, by issuance of duplicate Share Certificates and thereafter transferring the same to IEPF Suspense Account. Accordingly, the Original Share Certificates held by you shall automatically stand cancelled.
- b) In case shares held in demat form by transfer of shares directly to IEPF Suspense Account through the Depository Participants as per Rules

In case you have any lawful reservation/ objection in complying with the above provision of law for transferring your shares to the “IEPF Suspense Account” we request you to comply with the following on or before 28th April, 2017.

Where the shares are held in physical form- Please send us (The Company) a claim letter supported by a self attested photocopy of your PAN Card and Aadhar Card/ Passport/ Voter ID etc., in respect of Identity and Address proof.

Where the shares are held in dematerialised form: Please visit/contact your “Depository Participant” and update your address and Bank Details and send us (The Company) a claim letter supported by a self attested photocopies of latest “Client Master List” and your PAN Card and Aadhar Card/ Passport/ Voter ID etc., in respect of Identity and Address proof.

It may also be noted that in terms of Section 124 (6) of the Companies Act, 2013, read with Rule 7 of the IEPF Rules shares transferred to the suspense account may also be claimed by making an online application in Form no IRPF-5 which is available at www.iepf.gov.in <http://www.iepf.gov.in>. No Claim shall lie against the Company in respect of unclaimed dividend amount and the shares transferred to the IEPF Suspense Account pursuant to the Rules.

In the event of valid claim is not received by the Company on or before 30th April, 2017, then the Company shall take action towards transfer of the shares to the IEPF Authority by following the procedure prescribed under the aforementioned Rules.

Yours Faithfully,

For Ludlow Jute & Specialities Limited

-Sd-

(Madhuri Pandey)

Company Secretary & Compliance Officer