



**Power Grid Corporation of India Limited**  
(A Government of India Enterprise)  
CIN: L40101DL1989GOI038121

Regd. Office : B-9, Qutab Institutional Area, Katwaria Sarai, New Delhi- 110016.  
Phone No.: 011-26560112, Fax: 011-26601081  
Corp. Off.: "Saudamini", Plot No. 2, Sector-29, Gurgaon-122001 (Haryana)  
Phone No.: 0124-2822000, 2823000, Fax: 0124-2571990  
Website: [www.powergrid.in](http://www.powergrid.in), Email ID: [investors@powergrid.in](mailto:investors@powergrid.in)

Date: 03.02.2025

Ref : Folio No./ DP ID- Client ID No.:

**FOR IMMEDIATE ATTENTION & URGENT ACTION BY SHAREHOLDERS**

Dear Shareholder(s),

**Sub.: Transfer of Equity Shares of the Company to the Investor Education and Protection Fund Suspense Account.**

We would like to inform you that the dividend declared by the Company from time to time were remitted either electronically or by sending dividend warrants to the registered address of eligible shareholders. Details of unpaid/unclaimed dividend are uploaded on our website and also on the website of the Ministry of Corporate Affairs, before transferring to Investor Education Protection Fund (IEPF) from time to time.

As per Section 124(5) of the Companies Act, 2013, all unclaimed dividends are required to be transferred by the Company to IEPF established by Central Government, after the expiry of seven years from the date of transfer to unpaid dividend account. Further, pursuant to provisions of Section 124(6) read with Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund), Rules, 2016 ("the Rules"), all shares, in respect of which dividend has remained unclaimed for seven consecutive years, shall also be transferred to IEPF Suspense Account.

As per our records, it is observed that you have not encashed the warrant by which dividend was paid/remitted by the Company for seven consecutive years as per following:

Warrant No.	Warrant date	Amount Rs.
23298508	15/02/2018	2450.00
24277657	26/09/2018	2800.00
25265542	22/03/2019	5830.00
26252527	04/09/2019	2500.00
27249269	21/03/2020	5960.00
28277317	09/10/2020	3737.00
29275961	08/01/2021	4625.00
30275244	30/03/2021	3700.00
31322275	08/10/2021	3599.00
40329040	11/01/2022	8397.00
50338923	08/03/2022	6597.50
60332036	20/09/2022	2699.25
70341614	30/11/2022	5998.00
80339915	24/02/2023	5998.00
90349071	11/09/2023	5697.75
91380048	06/12/2023	6397.00
92433167	05/03/2024	7196.50
94520566	11/09/2024	3908.75

The unpaid/unclaimed dividend up to Final Dividend for the Financial Year 2016-17 have already been transferred to IEPF.

We request you to immediately send the following documents from your registered email address or by way of a letter so as to reach the Company or KFin Technologies Ltd., Registrar and Transfer Agent of the Company on or before 01.03.2025:

**For shares held in demat form:**

- Self-attested copy of the Demat Account Statement (Client master list) showing your name, address, demat and bank account details registered against the demat account.

**For shares held in physical form:**

- Investor Service Request Form ISR - 1, Form ISR - 2 and Form No. SH 13 (Nomination Form) duly filled as per the instructions stated therein along with supporting documents including original cancelled cheque stating your name as the Account holder.

As per the Rules, shares held in physical form and in respect of which dividend remain unpaid/unclaimed for a period of seven consecutive years, are also liable to be transferred to IEPF Suspense Account, by issuing duplicate share certificate(s). Upon issue of such duplicate share certificate(s), the original share certificate(s) will be deemed cancelled. In this regard, the details of all shareholders whose shares are liable to be transferred to IEPF Suspense Account have been uploaded on our website and the same shall be deemed as adequate notice in respect of issue of duplicate share certificate(s) by the Company for the purpose of transfer of shares.

However, shareholders may note that in the event of transfer of unclaimed dividend and shares to IEPF, concerned shareholder(s) can claim the same from IEPF Authority after following the procedure prescribed in the Rules.

In case we do not hear anything from you on this intimation letter by 01.03.2025, we shall, as per the requirements of the Rules, transfer the shares to IEPF Suspense Account, without any further notice. Please note that no claim shall lie against the Company in respect of unclaimed dividend and shares once the same are transferred to IEPF pursuant to Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016.

The IEPF Rules and procedure for filing claim, as prescribed by the Ministry of Corporate Affairs, are available on the website of the Company at [www.powergrid.in](http://www.powergrid.in) and also on website of the Investor Education and Protection Fund at [www.iepf.gov.in](http://www.iepf.gov.in).

Please feel free to contact the Company/ KFin Technologies Ltd., in case you have any queries at their following address / email/ Telephone Number.

<b>Power Grid Corporation of India Limited</b> Company Secretary & Compliance Officer "Saudamini", Plot No. 2, Sector-29, Gurgaon, Haryana-122001 Telephone No. 0124-2571969 Email: <a href="mailto:investors@powergrid.in">investors@powergrid.in</a>	<b>KFin Technologies Limited</b> Unit: <b>Power Grid Corporation of India Limited</b> Selenium Tower B, Plot No. 31-32, Gachibowli Financial District, Nanakramguda, Hyderabad - 500032 Toll Free No.: 18003454001 Email: <a href="mailto:einward.ris@kfintech.com">einward.ris@kfintech.com</a>
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Thanking you.

Yours faithfully,  
For **Power Grid Corporation of India Limited**

Sd/-  
**Satyaprakash Dash**  
Company Secretary & Compliance Officer