

Reminder - 2

Tel: +91 22 66526000  
Fax: +91 22 24984170  
+91 22 24984171

Dear Shareholder(s),

Ref : Folio No.: \_\_\_\_\_,

Sub: **Unclaimed Dividend and Transfer of Equity Shares of the Company to Investor Education and Protection Fund (IEPF) Demat Account for the Financial Year 2009-10**

**Total unclaimed amount : Rs. \_\_\_\_\_**

We draw your kind attention to the dividend warrant stated above issued to you for the Dividend declared by Mahindra & Mahindra Financial Services Limited ("the Company") on 23<sup>rd</sup> July, 2010 in respect of the financial year 2009-2010 for shares held by you in the Company.

We find from our records that the said dividend warrant has not been encashed by you. As you may be aware, as per section 124(5) of the Companies Act, 2013 ("the Act"), any money transferred to the Unpaid Dividend Account of the Company pursuant to this section, which remains unpaid or unclaimed for a period of seven years from the date of such transfer shall be transferred by the Company to the Investor Education and Protection Fund ("IEPF") established by Central Government. The Company has regularly uploaded on its website as also on the website of the Ministry of Corporate Affairs, Government of India, full details of such unpaid or unclaimed dividends before transferring the same to IEPF.

Please note that section 124(6) requires that all Shares in respect of which Dividend has not been paid or claimed for seven consecutive years or more from the financial year 2008-09, shall also be transferred to IEPF.

The Ministry of Corporate Affairs had notified the "Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 effective from 7th September, 2016 subsequently amended with effect from 28th February, 2017" ("the Rules"). 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 as aforesaid to the IEPF Demat Account.

**The subject dividend amount pertaining to you can be claimed on or before 22<sup>nd</sup> August, 2017** and subsequently, it will be transferred to the IEPF. Thereafter no claim shall lie against the Company in respect of the unclaimed Dividend amounts and Shares transferred to the IEPF.

Kindly note that all subsequent corporate benefits accruing on such shareholding shall also be credited in favour of the IEPF Demat Account.

As per our records, the following dividends which were paid/remitted to you in the last seven consecutive years are remaining unpaid/unclaimed as on date:

Financial year ended	Date of declaration of Dividend	No. of Equity Shares	Warrant Number	Dividend Amount (Rs.)

**Number of Equity Shares liable for transfer to IEPF Demat Account: \_\_\_\_\_**

**Note – Unpaid Dividends upto Financial Year 2008-09 have already been transferred to IEPF.**

## **ACTION TO BE TAKEN BY THE SHAREHOLDER**

You are requested to immediately claim your unpaid dividends and avoid the transfer of your shares to IEPF by sending the following documents to us or to Karvy Computershare Pvt. Ltd., Registrar and Transfer Agents of the Company at the address mentioned below, on or before **22<sup>nd</sup> August, 2017**:

- Self-attested copy of PAN Card and Address Proof (viz. Aadhar Card, Electricity Bill, etc.)
- Copy of Cancelled Cheque
- Enclosed Application-cum-Undertaking duly filled and signed

In case you are holding the original dividend warrant(s), please forward the same to us. In case the dividend warrant(s) is not traceable or is lost, please return the enclosed Application-cum-Undertaking along with the documents as mentioned above.

You are requested to mandatorily update your NECS with Company's Registrar and Transfer Agent / Depository Participants, as the case may be, to enable timely payment of your dividend in future, through NECS facility

Please ensure that your reply should reach us latest on or before **22<sup>nd</sup> August, 2017** to enable us to take appropriate action in the matter.

Please note that you may claim from IEPF Authority both the unclaimed dividend amount and the Equity Shares transferred to IEPF Demat Account by making an application in **Form IEPF-5** online 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 or to Karvy Computershare Pvt. Ltd., Registrar and Transfer Agents of the Company for verification of your claim. We shall send a verification report to IEPF Authority for refund of the unclaimed dividend amount and/or transfer of the shares back to the credit of the shareholder. As per the above Rules, only one such request (consolidated claim) can be made in a financial year.

In case if you have any queries or need any assistance in this regard, please contact:

<p>Company Secretary <b>Mahindra &amp; Mahindra Financial Services Limited</b> Mahindra Towers, 4<sup>th</sup> Floor, Dr. G. M. Bhosale Marg, Worli, Mumbai – 400 018. Tel. No. : +91 22 66526000 Website: <a href="http://www.mahindrafinance.com">www.mahindrafinance.com</a> Email: <a href="mailto:investorhelpline_mmfsl@mahindra.com">investorhelpline_mmfsl@mahindra.com</a></p>	<p><b>Karvy Computershare Private Limited</b> <b>Unit: Mahindra &amp; Mahindra Financial Services Limited</b> Karvy Selenium, Tower B, Plot No. 31-32, Gachibowli, Financial District, Nanakramguda Hyderabad – 500 032. Ph: + 91 40 67162222 Email: <a href="mailto:einward.ris@karvy.com">einward.ris@karvy.com</a> Website: <a href="http://www.karvycomputershare.com">www.karvycomputershare.com</a> Toll Free No.: 1800-345-4001</p>
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Thanking you,

Yours Faithfully,  
For Mahindra & Mahindra Financial Services Limited

sd/-

Arnavaz M. Pardiwalla  
Company Secretary & Compliance Officer

Encl : As above.

**Application-Cum-Undertaking**  
**FOR ISSUE OF DUPLICATE DEMAND DRAFT / PAY ORDER**

Karvy Computershare Private Limited  
**(Unit : Mahindra & Mahindra Financial Services Limited)**  
Karvy Selenium, Tower B, Plot 31-32, Gachibowli,  
Financial District, Nanakramguda,  
Hyderabad – 500 032

REF : FOLIO/DPID/CLIENT ID :

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

I/We hereby confirm that I/We have not encashed any of the Dividends paid by the Company in previous Financial Years, so as to create any adverse claim upon the amount of the Dividend warrant(s). The following are the details of the unclaimed Dividends of the subsequent financial years:

Dividend Warrant No.	MICR.No. / DD.No.	Amount(s) (Rs.)	Date of Payment

In consideration of your issuing to me/us all Demand Draft(s)/Pay Order(s) in lieu of the Dividend Warrant(s) lying unclaimed/unpaid in my/our name(s) and which are irretrievable /lost or misplaced or crediting the amounts directly to my bank account as mentioned below, I/We hereby agree and undertake to hold the Company, its Directors and officers harmless and to keep them protected from / against all losses, costs or damages which you may sustain or incur by reason of the Company issuing Demand Draft(s)/ Pay Order(s) or by the original Dividend Warrant(s) being, at any time, found and presented for payment by any person or persons claiming to be the holder(s) of the Dividend Warrant(s) or in any way interested therein. I/We further agree and undertake to return to you the original Dividend Warrants, should it be found by me/us or again come into my/our possession at any time hereafter.

Name		Signature	
<b>First Holder:</b>			
<b>Second holder:</b>			
<b>Third holder:</b>			
<b>Address of first holder:</b>			
<b>Bank Account Details : (for electronic credit of unpaid dividends and all future dividends)</b>			
Name of the Bank			
Name of the Branch			
Account Number (as appearing in your cheque book)			
Account Type (Saving / Current / Cash Credit)	<u>10 – Saving</u>	<u>11 – Current</u>	<u>13 – Cash Credit</u>
9 Digit MICR Number (as appearing on the MICR cheque issued by the bank) Please enclose a photocopy of a cheque for verification			
11 Digit IFSC Code			
<b>Witness1:</b>	<b>Witness2:</b>		
Name :	Name :		
Address :	Address :		
Signature :	Signature :		

Dated :

**Note:** For the undertaking to be considered complete, please ensure the address and bank details of first holder and joint holder(s), as applicable, are filled correctly and it is duly signed by all the holders and two witnesses.