Date :

TO

SATELLITE CORPORATE SERVICES PVT LTD

A WING OFFICE NO.106 & 107 DATTANI PLAZA

EAST WEST COMPOUND, SAFED POOL

ANDHERI KURLA ROAD, SAKINAKA

MUMBAI – 400072

UNIT :.

SUB : ISSUE OF UNCLAIMED DIVIDEND WARRANT/AMOUNT

FOLIO NO.:

NAME OF THE SHAREHOLDER :

Dear Sir

With reference to the above, we would like to inform you that we have not yet received the declared dividend for the year \_\_\_\_\_\_\_\_\_\_\_.

I am sending herewith old out dated warrant / undertaking as per the format along with following documents with a reque to transfer the amount through NEFT as per the details appearing in the called cheque.

1. Self attested copy of pan and aadhar card

2. Original cancelled cheque & certified copy of client master list.

Thanking You

Sign

(Name)

Encl : As above

**LETTER OF UNDERTAKING**

(Proforma to be executed on Plain Paper)

**To,**

**Director**

COMPANY NAME

ADDRESS

Folio No:

Dear Sir/Madam,

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_herebyconfirmthatI/wehavenotencashedfollowing dividend paid by the Company

|  |  |  |  |
| --- | --- | --- | --- |
| **Folio No/CL Id** | **Warrant no** | **Amount** | **Year** |
|  |  |  |  |
|  |  |  |  |

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 here by agree and undertake to hold you harmless and to keep you protected from/against all losses costs or damages which you may sustain or incur by reason of your issuing Demand Draft(s)/ Pay Order(s) or by the original Dividend Warrant(s) being, at any time, found and present end for payment by any person or persons claiming to be the holder(s)of the Dividend Warrant(s) ordinary 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 here after.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Account Details : (for electronic credit of unpaid dividends and all future dividends)** | | | | | | | | | | | | | |
| **Name of the Bank** |  | | | | | | | | | | | | |
| **Name of the Branch** |  | | | | | | | | | | | | |
| **Account Number (as appearing in your cheque book)** |  | | | | | | | | | | | | |
| **Account Type (Saving / Current / Cash Credit)** |  | | | |  | | | | |  | | | |
| **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** |  |  |  |  | |  | |  |  |  |  |  |  |
| **PAN** |  | | | | | | | | | | | | |
| **Email Id** |  | | | | | | | | | | | | |
| **Name of the sole / first shareholder** |  | | | | | | | | | | | | |
| **Signature of the sole / first shareholder** |  | | | | | | | | | | | | |
| **Witness1:** | **Witness2:** | | | | | | | | | | | | |
| Name : | Name : | | | | | | | | | | | | |
| Address : | Address : | | | | | | | | | | | | |
| Signature : | Signature : | | | | | | | | | | | | |

Dated: