

MCS Share Transfer Agent Limited
1st Floor, F-65, Okhla Industrial Area,
Phase-I, New Delhi-110020
Tel- 011-41406149/50/51/52 Fax- 011- 41709881
E-mail- admin@mcsregistrars.com or shareholders@gail.co.in

ND/MCS STA/UNPAID DIV

Dated: 08.12.2020

Unit : GAIL (India) Limited
Subject : Transfer of Shares to Demat Account of IEPF Authority
Folio/DP-Client ID : 00000639

Dear Shareholder,

GAIL has been declaring and paying dividend(s) on its paid-up equity capital from time to time. The complete dividend details and the details of the shares transferred to the IEPF Authority are available at GAIL's official website, i.e., www.gailonline.com at the following link- <https://gailonline.com/IZ-InvestorInformation.html> under Investor Zone.

As per the provisions of Section 124(5) of the Companies Act, 2013 (the Act), dividend amount(s) remaining unclaimed or unpaid for a period of seven consecutive years, from the date they became due for payment, is required to be transferred by the Company to the Investor Education and Protection Fund (IEPF) established by the Central Government in this behalf.

Further, as per section 124(6) of the Act, all shares in respect of which dividend has not been paid or claimed for seven consecutive years or more shall also be transferred to IEPF i.e. in case any dividend is paid or claimed for any year during the said period of seven consecutive years, the share shall not be transferred to IEPF.

It has been observed from the record that you have not encashed any dividend sent to you since 2013-14 (Interim).

Further, note that last date for claiming of Unclaimed / Unpaid Dividend for the year 2013-14 (Interim) and 2013-14 (Final) is 5th March, 2021 and 16th October, 2021 respectively.

We, therefore, request you to put your claim for the unpaid/ unclaimed dividend for the year 2013-14 and onwards by sending a formal letter duly signed by all the joint holders (if any) before **5th March, 2021 (w.r.t. Interim Dividend 2013-14) and before 16th October, 2021 (w.r.t. Final dividend 2013-14)** failing which your entire shareholding will be transferred to demat account of IEPF Authority, without giving any further notice. The details of shareholders having unclaimed or unpaid for a period of seven consecutive years are available on Company's website.

As per the abovementioned provisions of the Companies Act, 2013 and Rules made thereunder, your shares in respect of which dividend is unpaid/unclaimed since 5th March, 2014 (w.r.t. Interim Dividend 2013-14) and since 16th October, 2014 (w.r.t. Final dividend 2013-14) and not claimed consecutively for seven years will be transferred to demat account of IEPF Authority. It may also please be noted that all subsequent corporate benefits such as Bonus Shares, Dividend etc. that may accrue in relation to the above shares will also be credited to the said demat account of IEPF Authority.

In case of demise of the person to whom this letter is addressed, the legal heir(s) may please immediately comply with the procedure for transmission of shares by submitting the required documents as mentioned at Company's website under the following link: <https://gailonline.com/IZ-InvestorInformation.html>

You may also take note that in terms of Section 124(6) of the Companies Act, 2013 and Rule 7 of the IEPF (Accounting, Audit and Refund) Rules 2016; you may claim the said shares from the demat account of the IEPF Authority after the same are transferred by the Company by making an online application by filing **web Form IEPF-5** which shall be available at www.iepf.gov.in and send the same duly signed along with requisite documents to the Company at its registered office for verification of the claim.

The details of the nodal officer can be accessed at the following link of the website- <https://gailonline.com/IZ-InvestorInformation.html>

In view of the forgoing, please write us immediately at above mentioned email IDs or address so that it should reach us before **5th March, 2021**.

Please treat the matter as most urgent.

Thanking you,
Yours Sincerely,
For MCS Share Transfer Agent Limited

Authorized Signatory

Note: Please quote your Folio/ DP-Client ID in all your correspondences. For affecting any change/updation in Address/Bank Details/NECS mandate/MICR code/ e-mail ID, please notify the same to your DP, in respect of shareholders holding in electronic form.