

MCS Share Transfer Agent Limited  
1<sup>st</sup> 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](mailto:admin@mcsregistrars.com) or [shareholders@gail.co.in](mailto:shareholders@gail.co.in)

Dated: 23<sup>rd</sup> October , 2017

ND/MCS STA/UNPAID DIV

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

Dear Shareholder,

GAIL has been declaring and paying dividend on its paid-up equity capital from time to time. The complete dividend details are available at GAIL's website [www.gailonline.com](http://www.gailonline.com) 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 the following dividend sent to you since 2010-11 (Interim) are lying unclaimed.

FY/Type	Div (%)	Amount (in Rs.)	Warrant/ DD No.

For FY 2010-11 unclaimed/unpaid Interim Dividend @ 20% (Rs. 2 per share) are due for transfer to IEPF and should be claimed by the members on or before **22<sup>nd</sup> January, 2018.**

As per the abovementioned provisions of Companies Act 2013 and Rules made thereunder, your shares in respect of which dividend is unpaid/unclaimed since 23<sup>rd</sup> September, 2010 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.

We therefore request you to put your claim for the above dividend by sending a formal letter duly signed by all the joint holders (if any) before **22<sup>nd</sup> January, 2018**, failing which your entire share(s) as on the date of this letter will be transferred to demat account of IEPF Authority. The details such shareholders are available on Company's website.

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: [http://www.gailonline.com/final\\_site/transmission.html](http://www.gailonline.com/final_site/transmission.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 demat account of IEPF Authority after the same are transferred by the Company by making an online application in Form IEPF-5 which shall be available at [www.iepf.gov.in](http://www.iepf.gov.in). and send the same duly signed along with requisite documents to the Company at its registered office or to us for verification of the claim.

In view of the forgoing, please write us immediately at above mentioned email IDs or address so that it should reach us before **22<sup>nd</sup> January, 2018**.

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.*