

To

The Directors

Bijni Dooars Tea Co. Ltd.

"Shantiniketan"

4th Floor, Suite No. 1B

8, Camac Street, Kolkata-700017

Dear Sir,

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

I refer to your letter dated 16.01.2023 on the captioned subject and confirm having not received dividend on the Company's Equity Shares for the year 2015-16.

Accordingly, I hereby confirm that I am holding the shares in respect of which dividend for the year 2015-16 which will be transferred to IEPF by the Company.

I lodge my claim for the payment of Dividend on Equity Shareholding in the Company for the year 2015-16 onwards which will be transferred to IEPF by the Company.

I lodge my claim for the payment of Dividend on my Equity Shareholding in the Company for the year 2015-16 onwards and request you to credit the same to my Bank Account as per details given below or issue Demand Draft at par in my favour:

Folio/DPID & ClientID	
Bank Account No & Type	
Name of Bank & Branch	
MICR No (9 digit code)	
IFSC Code	
Email ID	
Mobile No.	

I am enclosing the following (tick which is applicable):

For shares held in demat form:

- Copy of Clint master list featuring bank account details registered against the demat account.

For Shares held in physical form:

- Original cancelled cheque leaf bearing the name of the first shareholder or bank attested copy of first page of the Bank Passbook/ Statement of Account in original and a cancelled cheque.
- Investor Service Request Form ISR-1, Form ISR-2 and Form SH-13 (Nomination Form) duly filled as per the instruction stated therein along with the supporting documents.

Yours faithfully

(Signature)

(FULL NAME)

Place:

Date: