

March 31, 2017

To,

1) The Secretary

BSE Limited

Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai – 400 001

Code No.:- 517385

2) The Secretary

National Stock Exchange of India Limited

Exchange Plaza, Plot No. C/1, G Block,

Bandra Kurla Complex, Bandra (E), Mumbai – 400 051

Symphony :- SYMPHONY

Series :- EQ

**Sub.: Submission of the IEPF Notice sent to Members**

Dear Sir,

Pursuant to provisions of Section 124 of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 ("Rules") notified by the Ministry of Corporate Affairs effective September 7, 2016 and various amendment thereafter, we are submitting herewith the following:

- i. A copy of intimation letter regarding transfer of their shares to IEPF Suspense account sent to all the members who have not claimed / encashed their dividends for seven consecutive years;
- ii. Copies of notice published in the newspapers Financial Express (Gujarati and English Editions).

Kindly take note of the same and oblige.

Thanking You,

Yours faithfully,

**For, Symphony limited****Mayur C. Barvadiya**  
**Company Secretary**

Encl.: as above

E-mail ID: [corporate@symphonylimited.com](mailto:corporate@symphonylimited.com)

**SYMPHONY LIMITED**

Regd. Office: Symphony House, Third Floor, FP12-TP50, Bodakdev, Off S.G Highway,  
Ahmedabad 380 054, Gujarat, India.  
Phone: +91-79-6621 1111 Fax : +91-79-6621 1140  
Email : [corporate@symphonylimited.com](mailto:corporate@symphonylimited.com)  
Website: [www.symphonylimited.com](http://www.symphonylimited.com)  
CIN - L32201GJ1988PLC010331

March 23, 2017

REF : FOLIO/DPID CLIENT ID :

Dear Shareholder,

**Sub.: Compulsory transfer of Equity Shares of the Company to the Investor Education and Protection Fund (IEPF)**

This intimation is in compliance of provisions of Section 124 of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 ("Rules") notified by the Ministry of Corporate Affairs effective September 7, 2016 and various amendment thereafter.

As you are aware, dividend declared by Symphony Limited (hereinafter referred to as the Company) was remitted either electronically or by sending dividend warrants to the registered address of the shareholders. We have sent reminders periodically to the shareholders for encashment of dividend, if any.

We regularly upload on our 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 to IEPF.

Ministry of Corporate Affairs has recently notified new Rules namely "Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016" which have come into force from September 7, 2016 and any amendment thereto. **The said Rules, amongst other matters, contain provisions for transfer of all shares in the name of IEPF suspense account in respect of which dividend has not been paid or claimed for seven consecutive years.**

As per our records, the following dividends which were paid / remitted to you in the last seven years remained unpaid / unclaimed:

Financial year	Date of declaration of dividend	Dividend Amount in Rs.

**Note – Unpaid Dividends prior to financial year 2008-09 have already been transferred to IEPF.**

We hereby remind you to claim the unencashed dividend due to you by making an application immediately in the attached form and send it to our Registrar and Transfer Agent viz. M/s. Karvy Computershare Private Limited to avoid transfer of your shares to IEPF.

With a view to complying with the requirements as set out in the Rules, we shall initiate necessary action for transfer of shares to IEPF suspense account. **In case you hold shares in physical form and such shares are liable to be transferred to IEPF suspense account, please note that we are required to issue duplicate share certificates for the purpose of transfer of such shares to IEPF as per the said Rules and upon issue of such duplicate share certificate(s), the original share certificate(s) which stand registered in your name will be deemed cancelled and non-negotiable.**

In case shares are held in demat form and are liable to be transferred to IEPF, the Company shall inform depository by way of corporate action or any such other mode as may be prescribed under the rules for transfer of shares to IEPF.

However, you can claim from IEPF Authority both unclaimed dividend amount and the shares, including all benefits accruing on such shares, if any, transferred to IEPF Suspense 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 at its registered office or to Karvy Computershare Private Limited, 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 transfer of the shares back to the credit of the shareholder only in demat mode as mentioned in the said Rules.

In case we do not hear anything from you on this intimation letter by **May 31, 2017** or such other date as may be notified/ extended under the said rules, we shall, with a view to complying with the requirements of the said Rules, transfer the shares to IEPF by the due date as per procedure stipulated in the Rules, without any further notice. **Please note that no claim shall lie against the Company in respect of unclaimed dividend amount as well as your shares transferred to IEPF Authority pursuant to the said Rules.**

The IEPF Rules and the application form (Form IEPF-5), as prescribed by the Ministry of Corporate Affairs, are available on the website of the Ministry of Corporate Affairs at [www.iepf.gov.in](http://www.iepf.gov.in).

Please feel free to contact the Company / Karvy Computershare Pvt. Ltd. in case you have any queries, at their following address / email / telephone number:

<b>Symphony Limited</b> Symphony House, FP-12, TP-50, Off. S. G. Highway, Bodakdev, Ahmedabad – 380 054. Phone: 079-66211111 Email: <a href="mailto:companysecretary@symphonylimited.com">companysecretary@symphonylimited.com</a>	<b>M/s Karvy Computershare Pvt. Ltd.</b> Unit: <b>Symphony Limited</b> Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad – 500 032. Tel.: 040-6716 2222, Fax No.: 040-23001153, Toll Free No.: 1800-3454-001. Email: <a href="mailto:einward.ris@karvy.com">einward.ris@karvy.com</a> Website: <a href="http://www.karvy.com">www.karvy.com</a>
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Thanking you,

Yours faithfully,  
**For Symphony Limited**

Sd/-

**Mayur C. Barvadiya**  
**Company Secretary**

# LETTER OF UNDERTAKING FOR ISSUE OF DUPLICATE DIVIDEND WARRANT

To,  
Karvy Computershare Private Limited  
Unit: Symphony Limited  
Karvy Selenium Tower B, Plot No. 31-32,  
Gachibowli, Financial District,  
Nanakramguda, Hyderabad - 500 032  
Phone No. 040-67162222, Fax No. 040-23420814

REF : FOLIO/DPID/CLIENT ID :

Dear Sir,

## Letter-cum Indemnity

We hereby request you to issue me/us duplicate dividend warrant(s) issued to me /us which has/have been lost /misplaced/not traceable and has have not been encashed by me/us, the particulars of which have stated herein below.

In case at a later date, it is proved that the amount (s) has /have credited to my/our account earlier, I /We hereby for myself /ourselves, my/our heir(s), Executor(s), Administrator(s) and Assignees agree to indemnify and save harmless and to pay the Company against all claims, damages, costs, charges, demands and expenses which may be made against or suffered or incurred by the Company by reason of and in consequence of such issue of duplicate dividend warrant(s) or otherwise howsoever in relation thereto.

I/We solemnly affirm and declare that whatever stated herein above is true and correct to the best of my/our knowledge and belief.

Dividend period	Warrant No.	Date of Payment	Amount (in ) Rs.

Name & Signature of Member(s)

Name & Address and Signature of Witness

Sole / First Holder

Second Holder

Third Holder

Date:

Place:

Notes:

1. If the total dividend amount claimed for various periods is Upto ₹ 2500/-, member(s) are requested to send duly signed letter of undertaking / indemnity along with an application to the Registrar and Share Transfer Agent at aforesaid address.
2. If the total dividend amount claimed for various periods is in excess of ₹ 2501/-, the letter of undertaking / indemnity has to be executed on ₹ 100/- Non-Judicial Stamp Paper along with an application to the Registrar and Share Transfer Agent at aforesaid address.
3. Please sign as per the specimen signature(s) registered with us.





