

28th May, 2022

BSE Limited
Department of Corporate Services
Rotunda Building
Mumbai Samachar Marg
Mumbai 400 001

National Stock Exchange of India Limited
Exchange Plaza, Listing Department
Bandra-Kurla Complex
Bandra (East), Mumbai 400 051

Dear Sir,

Sub: Intimation of Notice published in newspapers under Investor Education and Protection Fund (IEPF) Rules – Transfer of Shares to IEPF

Pursuant to Regulation 30 read with Schedule III Part A Para A and Regulation 47 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we enclose the following documents:

- (i) Copies of newspaper advertisement published in Business Standard (English) and Sakal (Marathi).
- (ii) Copy of reminder letters to the shareholders

2. The above reminder letters were sent to the shareholders who have not claimed their dividends for seven or more consecutive years and whose shares are liable for transfer to IEPF Authority. This is pursuant to Section 124(6) of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, as amended.

3. The above information is also available on the website of the Company www.voltas.com.

This is for your information and records.

Thanking you,

Yours faithfully,
VOLTAS LIMITED



(V. P. MALHOTRA)
Vice President - Taxation,
Legal & Company Secretary

Encl.

VOLTAS LIMITED

Corporate Management Office

Registered Office Voltas House 'A' Dr Babasaheb Ambedkar Road Chinchpokli Mumbai 400 033
Tel 91 22 66656251 66656258 Fax 91 22 66656311 e-mail vpmalhotra@voltas.com website www.voltas.com

Corporate Identity Number L29308MH1954PLC009371

A **TATA** Enterprise

VOLTAS LIMITED

Registered Office: Voltas House 'A', Dr. Babasaheb Ambedkar Road, Chinchpokli, Mumbai 400 033
Phone No: 022 6665 6511; **Email:** shareservices@voltas.com **Website:** www.voltas.com
CIN: L29308MH1954PLC009371

26th May, 2022

THIS COMMUNICATION IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION

Dear Shareholder(s),

Sub: Transfer of Equity Shares held by you in Voltas Limited to the Investor Education and Protection Fund (IEPF)

This has reference to the provisions of the Companies Act, 2013 ("the Act"), read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, ("Rules") thereto, as amended. Pursuant to the Act read with the said Rules, all shares in respect of which dividend(s) has not been encashed or claimed for seven consecutive years or more shall be transferred to the IEPF Authority.

As per our records, dividend declared by the Company for the financial years 2014-15 to 2020-21 have remained uncashed / unclaimed in respect of your shareholding in Voltas Limited.

Details of such unclaimed dividend(s) are available on the website of the Company on www.voltas.com

You are therefore requested to immediately claim the uncashed dividend(s) due to you by returning the enclosed request letter duly signed, along with Investor Service Request Forms (ISR-1, ISR-2), the updated Client Master List (CML) and the supporting documents as mentioned in the said forms to TSR Consultants Private Limited, the Registrar and Transfer Agent of the Company ('RTA'), on or before **29th August, 2022**, at the address mentioned below.

In case shares are held in electronic form: Copy of the updated CML is to be submitted. Payment will be made to the Bank Account registered against the said demat account.

In case shares are held in physical form: Investor Service Request Form ISR-1, Form ISR-2 and Form No. SH-13 (Nomination) duly filled as per the instructions stated therein along with the supporting documents, including original cancelled cheque leaf with your name as the Account holder.

The Investor Request Forms are available at the website of our RTA at <https://www.tcplindia.co.in/kyc-download.html> and also on the website of the Company at <https://www.voltas.com/investors/kyc-forms-physical-shareholder>

As per SEBI Circulars dated 3rd November, 2021 and 14th December, 2021, respectively, outstanding dividend payments will be credited directly to the Bank Account of shareholders holding shares in physical form, if the Folio is KYC compliant and Nomination details are received.

Please note that in the absence of bank details registered against your account with the RTA / Depository Participant, the payment of outstanding dividend amount cannot be effected.

Please also note that in case the dividend(s) amounts are not claimed by 29th August, 2022, the Equity Share(s) in respect of which the dividend(s) have remained unclaimed shall be transferred to the IEPF Authority in the following manner on/or after the due date i.e. 3rd September, 2022, in accordance with the notification(s) issued by Ministry of Corporate Affairs (MCA) from time to time, without any further notice to you and no liability shall lie against the Company in respect of the Equity Shares so transferred.

In case the shares are held by you:

- **In physical form** - new share certificate(s) will be issued and transferred in favour of IEPF on completion of required procedure in respect thereof and the original share certificate(s) which stand registered in your name will be deemed to be cancelled and non-negotiable.
- **In demat form** - the Company shall inform the depository by way of Corporate Action for transfer of shares lying in your demat account in favour of IEPF.

All future benefits arising on such shares would also be transferred to IEPF Authority.

The unclaimed dividend(s) / Equity Share(s) so transferred to the IEPF Authority, can be claimed by making an online application electronically (web-Form IEPF-5) available on the website of the MCA at www.iepf.gov.in and hard copy of the Form along with the e-form submission acknowledgement / challan and other documents as mentioned in web-Form IEPF-5, duly signed, be sent to the Nodal Officer of Voltas Limited at the Registered Office of the Company at Voltas House 'A', Dr. Babasaheb Ambedkar Road, Chinchpokli, Mumbai 400 033.

Should you need any further information, you can contact either of the following:

Registered office of the Company	Registrar and Transfer Agent (RTA)
Voltas Limited Company Secretariat, Voltas House A, 4 th Floor Dr. Babasaheb Ambedkar Road, Chinchpokli, Mumbai 400 033. Tel No: +91 22 6665 6511 Fax No.: +91 22 6665 6311 Email: shareservices@voltas.com	TSR Consultants Private Limited Investor Service Section, C-101, 1 st Floor, 247 Park, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai – 400 083. Tel. No.: +91 22 6656 8484 Fax No.: +91 22 6656 8494 Email: csg-unit@teplindia.co.in

Assuring you of best of the services, we remain,

Yours Sincerely,

Sd/-

V. P. Malhotra
Nodal Officer and
Vice President – Taxation,
Legal & Company Secretary

Encl.: a.a

To be returned on or
before 29th August, 2022

Ref VO/MCA-IEPF-2015-2021: Sr no.1

To,
TSR CONSULTANTS PRIVATE LIMITED
(CIN: U74999MH2018PTC307859)
C-101, 1st Floor, 247 Park,
Lal Bahadur Shastri Marg,
Vikhroli West, Mumbai – 400 083

Dear Sir/Madam,

Unit: Voltas Limited
Sub.: Payment of Unpaid / Unclaimed Dividend(s)

This has reference to the Company's letter dated 26th May, 2022 regarding transfer of equity shares to the Demat Account of the IEPF Authority, in respect of which dividend(s) has not been encashed or claimed by me / us for seven consecutive years or more. Kindly arrange for payment of unpaid / unclaimed dividend(s) as mentioned below.

(Tick ✓ whichever is applicable)

- I enclose the original instrument(s) as per the particulars given below.
 I do not possess the original instrument(s).

I confirm that I have not sold / pledged my shares and continue to be the legal owner of shares held in the below mentioned account. I have also not encashed any of the instrument(s) sent to me earlier, nor have I received any money in connection with the payment(s) mentioned below:

Account No./ Folio:

Warrant No.	Net Amount (Rs.)	Date of Payment	Last Date to Claim
		07-08-2015	29-08-2022
		02-09-2016	29-08-2022
		01-09-2017	29-08-2022
		31-08-2018	29-08-2022
		13-08-2019	29-08-2022
		26-08-2020	29-08-2022
		01-09-2021	29-08-2022

For shareholders holding shares in physical form: I request you to update my KYC / Bank details and Nomination, as stated in the enclosed Form ISR-1, Form ISR-2 and SH-13 against the above folio and accordingly, self-attested documents as mentioned in the said Forms are also enclosed.

For shares held in Electronic/ Dematerialized Form: New Bank Details are registered against my demat account and therefore, I am enclosing -

- Self-Attested copy of the Client Master List (CML) featuring my new address and bank details recorded against my demat account.

Place:

Date:

Email Id:

Contact No.

Signature of the first named Shareholder

Note: In absence of complete bank details registered against your account with RTA/Depository Participant as the case may be, payment of outstanding dividend amount cannot be effected. Payment will be made only to KYC Compliant Shareholders.