

**Creamline Dairy Products Limited**  
Registered Office: # 6-3-1238/B/21,  
Asif Avenue, Rajbhavan Road, Somajiguda,  
Hyderabad - 500082, Telangana.  
Ph: +91-40-23412323 / 1800-425 5868  
Email: jersey@creamlinedairy.com  
Website: www.godrejjersey.com  
CIN: U15201TG1986PLC006912

**Dated:** 21<sup>st</sup> May, 2024

To,  
**National Stock Exchange of India Limited**  
Exchange Plaza, Bandra Kurla Complex,  
Bandra (East), Mumbai-400 051.

**Ref: Non-Convertible Debentures issued by Creamline Dairy Products Limited**

**Sub.: Notice to Shareholders regarding Transfer of Equity Shares to Investor Education Protection Fund (IEPF) wherein Dividend has not been paid / claimed for 7 (seven) consecutive years**

Dear Sir/Madam,

Pursuant to the relevant provisions of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, ("the Listing Regulations") and of Securities and Exchange Board of India (Issue and Listing of Non- Convertible Securities) Regulations, 2021 ("NCS Regulations") and any other provision as may be applicable, we hereby enclose, a specimen of the Notice dated 20<sup>th</sup> May, 2024 sent to the concerned Shareholders, at their latest available address(es) registered with the Company and Xlsofttech Systems Limited (the Registrar and Share Transfer Agents of the Company), for whom the dividend remains unpaid / unclaimed for 7 (seven) or more consecutive years and whose and / or shares are liable to be transferred to the Investor Education and Protection Fund (IEPF) authority as per 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 from time to time.

The intimation is also uploaded on Company's website, viz. [www.creamlinedairy.com](http://www.creamlinedairy.com).

Please take the same on your records.

Thanking you,

Yours Sincerely,

**For Creamline Dairy Products Limited**

Neha Devendra  
Devendra Pawar  
Pawar  
Digitally signed by Neha  
Date: 2024.05.21  
12:33:12 +05'30'

**Neha Pawar**  
**Company Secretary**  
**(ACS: 37115)**

**Encl:** A/a





## SPECIMEN LETTER

### CREAMLINE DAIRY PRODUCTS LIMITED

**CIN: U15201TG1986PLC006912**

**Registered office:** H.No.6-3-1238/B/21 Asif Avenue,

Rajbhavan Road, Hyderabad, Telangana 500082 ;

**Website:** <https://www.creamlinedairy.com> **Tel:** 040-23412323,

Date: 20<sup>th</sup> May, 2024

#### **IMPORTANT AND URGENT NOTICE FOR YOUR IMMEDIATE ATTENTION**

Dear Shareholder(s),

**Subject: Transfer of Equity Shares of the Company in case of Unclaimed Dividend in previous 7 (seven) consecutive years to Investor Education and Protection Fund (IEPF)**

As our long term valued Shareholder, we, Creamline Dairy Products Limited ("**the Company**") would like to inform you that in terms of the provisions of Section 124(5) and other applicable provisions of the Companies Act, 2013 ("**the Act**") and the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 ("**the Rules**") [including any amendment(s) / modification(s) / re-enactment(s) thereof], Unpaid / Unclaimed Dividend for a period of 7 (seven) consecutive years is required to be transferred by the Company to the Investor Education and Protection Fund ("**IEPF**") established by the Central Government. Further, Section 124(6) of the Act requires that all Shares in respect of which Dividend has not been paid or claimed for 7 (seven) consecutive years or more, shall also be transferred by the Company to IEPF. Full details of such Unclaimed Dividends are updated by the Company on the website of Ministry of Corporate Affairs (MCA) and on the website of the Company at [www.creamlinedairy.com](http://www.creamlinedairy.com).

In terms of the provisions the Rules, the Company is required to transfer all Shares in respect of which Dividend has not been paid or claimed for 7 (seven) consecutive years or more i.e. from the Financial Year 2016-17 onwards, upon completion of 7 (seven) years i.e., by **Tuesday, 27<sup>th</sup> August, 2024** to IEPF.

Our records indicate that Dividend against Equity Shares held in your name has remained Unpaid / Unclaimed for a period of 7 (seven) consecutive years commencing from the Financial Year 2016-17, details of which are given herein below.

<b>Folio No./ DP ID Client ID</b>	<b>Name of the Shareholder</b>	<b>Address of the Shareholder</b>	<b>Number of Equity Shares which shall be transferred to IEPF</b>	<b>Amount of Unpaid / Unclaimed Dividend for the Year 2016-17 (in Rs.)</b>	<b>Date of Transfer to IEPF</b>
					27 <sup>th</sup> August, 2024

You are, therefore, requested to claim the Unpaid / Unclaimed Dividend due to you by making an application as per attached enclosure immediately to Xlsofttech Systems Limited, the

Registrar and Share Transfer Agents of the Company, on or before due date, preferably by **Wednesday, 14<sup>th</sup> August, 2024.**

You are requested to note that if the Dividend amounts are not claimed by **Tuesday, 27<sup>th</sup> August, 2024**, or such other date, as may be applicable under the law, the Company will be compelled to transfer the Equity Shares (whether held in physical or electronic form) to IEPF, without any further notice, by following the due process as provided in the said Rules, which is as under:-

(1) **If you hold Equity Shares in physical form:** Duplicate Share Certificate(s) will be issued and Equity Shares will be transferred to IEPF. The Original Share Certificate(s) which is / are registered in your name and is / are held by you will automatically stand cancelled and be deemed non-negotiable.

(2) **If you hold Equity Shares in electronic form:** Your Demat Account will be debited for the Equity Shares liable to be transferred to IEPF.

However, after the transfer of Equity Shares to IEPF, you may claim from IEPF authority, both Unclaimed Dividend amount(s) and the Equity Shares, by making an online application in the prescribed e-Form IEPF-5 and by sending physical copy of the same duly signed (as per registered specimen signature) along with requisite documents enumerated in the said e-Form IEPF-5 to the Nodal Officer of the Company at its Registered Office or to Xlsoftech Systems Limited, the Registrar and Share Transfer Agents of the Company, for verification of your claim. We shall send a verification report to IEPF for refund of Unclaimed Dividend amount(s) and transfer of the Equity Shares back to the credit of the concerned Shareholder.

The said Rules and the Application Form (e-Form IEPF-5), as prescribed by the MCA for claiming back the Equity Shares / Unpaid Dividend(s) are available on the website of MCA at [www.iepf.gov.in](http://www.iepf.gov.in).

Please note that no claim shall lie against the Company in respect of Unclaimed Dividend(s) and Equity Shares transferred to IEPF in terms of the said Rules.

You are requested to take immediate necessary action, in order to avoid getting your Equity Shares compulsorily transferred to IEPF.

Please feel free to contact the Company / Bigshare Services Private Limited in case if you have any queries at the following Address(es) / email(s) / telephone number(s):

<b>Creamline Dairy Products Limited</b> H.No.6-3-1238/B/21, Asif Avenue, Rajbhavan Road, Somajiguda, Hyderabad - 500082. <b>Tel. No.:</b> 040 2341 2323 <b>E-mail:</b> <a href="mailto:cdpl.secretarial@godrejcdpl.com">cdpl.secretarial@godrejcdpl.com</a> <b>Website:</b> <a href="https://www.creamlinedairy.com">https://www.creamlinedairy.com</a>	<b>Xlsoftech Systems Limited</b> 3, Road Number 2, Sagar Society, Sri Nagar Colony, Kamalapuri Colony, Banjara Hills, Hyderabad, Telangana 500034 <b>Tel. No.:</b> 040 2354 5913 <b>Email:</b> <a href="mailto:xlfield@gmail.com">xlfield@gmail.com</a> <b>Website:</b> <a href="https://xlsoftech.com">https://xlsoftech.com</a>
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Thanking you,

Yours faithfully,

**For Creamline Dairy Products Limited**

**Sd/-**

**Neha Pawar**

**Company Secretary & Compliance Officer**

**Encl. : As above**

Date:

To,

**Company Secretary & Compliance Officer,  
Creamline Dairy Products Limited**

H.No.6-3-1238/B/21, Asif Avenue,

Rajbhavan Road,

Somajiguda, Hyderabad - 500082.

**Subject: Transfer of Equity Shares in case of Unclaimed Dividend in previous 7 (Seven) consecutive years of the Company to Investor Education Protection Fund (IEPF)**

**Ref: Folio No./DP ID/CL ID :- \_\_\_\_\_**

This is with reference to the letter received from Creamline Dairy Products Limited regarding transfer of Unpaid / Unclaimed Dividend(s) to IEPF Account.

I/We\* confirm that I/We\* have not received / encashed the Dividend Warrant(s) / Demand Draft(s) for the year(s) \_\_\_\_\_.

I/We am/are enclosing Letter of Undertaking duly signed by me/all the Shareholder(s) for remittance of the Dividend Warrant(s) / Demand Draft(s) amount.

\_\_\_\_\_

**Signature of Shareholder(s)**

\*Strike out whichever is not applicable

Note: Please find overleaf the format of Undertaking in this regard.

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## LETTER OF UNDERTAKING

[For issue of Duplicate Dividend Warrant(s) / Demand Draft(s) / Pay Order(s)]

To,

**Company Secretary & Compliance Officer,  
Creamline Dairy Products Limited**

H.No.6-3-1238/B/21, Asif Avenue,

Rajbhavan Road,

Somajiguda, Hyderabad - 500082.

**Ref.: Folio / DP ID / Client ID:** \_\_\_\_\_

I/We hereby confirm that I/we have not encashed, negotiated or otherwise dealt in respect of the following Dividend paid by the Company in the last 7 (Seven) consecutive years, so as to create any adverse claim upon the amount of the Dividend Warrant(s) / Demand Draft(s).

The following are the details of the Unclaimed Dividend(s):

<b>Dividend Warrant / Demand Draft No.</b>	<b>MICR No.</b>	<b>Amount (in Rs.)</b>	<b>Date of Declaration of Dividend</b>

In consideration of your issuing to me/us all Demand Draft(s) / Pay Order(s) Duplicate Dividend Warrant(s) in lieu of the Dividend Warrant(s) / Demand Draft(s) lying Unclaimed / Unpaid in my/our name(s) and which are irretrievable / lost / misplaced / crediting the amounts directly to my Bank Account as mentioned below, I/we hereby agree and undertake to hold the Company, its Directors and Officers harmless and to keep them protected from / against all loss(es), cost(s) or damage(s) which you may sustain or incur by reason of the Company or the Bank issuing Demand Draft(s) / Pay Order(s) / Duplicate Dividend Warrant(s) or by the original Dividend Warrant(s) / Demand Draft(s) being, at any time, found and presented for payment by any person or persons claiming to be the holder(s) of the Dividend Warrant(s) / Demand Draft(s) or in any way interested therein.

I/We further agree and undertake to return to you the original Dividend Warrant(s) / Demand Draft(s), should it be found by me/us or again come into my/our possession at any time hereafter.

<b>Particulars</b>	<b>Name</b>	<b>Signature</b>
<b>First Holder</b>		
<b>Second Holder</b>		
<b>Third Holder</b>		
<b>Address of First Holder</b>		
<b>Bank Account Details : (for electronic credit of unpaid dividends and all future dividends)</b>		
<b>Name of the Bank</b>		
<b>Name of the Branch</b>		
<b>Account (as appearing in your Cheque Book)</b>		
<b>Account Type (Current/ Saving/ Cash Credit)</b>	<b>Saving</b>	<b>Current</b>
<b>9 Digit MICR Number (as appearing on the MICR cheque issued by the bank) Please enclose a photocopy of a cheque for verification</b>		
<b>11 Digit IFSC Code</b>		

In case, at a later date, if it is proved that the amount(s) has / have been credited to my/our account earlier, I/We undertake to refund the amount(s) paid through such Demand Draft(s) / Pay Order(s) / Duplicate Dividend Warrant(s) or electronic transfer along with Interest @ 15% (Fifteen percent) per annum, till the date of payment. I/We hereby for myself/ ourselves, my/our heir(s), Executor(s), Administrator(s) and Assignee(s) agree to fully indemnify and save harmless and to pay the Company against all claim(s), damage(s), cost(s), charge(s), demand(s) and expense(s) 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) / Demand Draft(s) or otherwise howsoever, in relation thereto.

I/We hereby unconditionally and irrevocably submit to the exclusive jurisdiction of the competent forum in Hyderabad, Telangana with regard to any question or matter arising out of this undertaking and / or any other documents that may be executed by me / us or any of us in pursuance hereof arising there from.

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

Name / Address/ Signature of Shareholder(s)  
Witness

Name / Address/ Signature of

1. \_\_\_\_\_

1. \_\_\_\_\_

(First Holder)

2. \_\_\_\_\_

2. \_\_\_\_\_

(Second Holder)

3. \_\_\_\_\_

3. \_\_\_\_\_

(Third Holder)

Date:

Place:

(Please Strike out whichever is not applicable.)

#### **Instructions:-**

1. For the undertaking to be considered complete, please ensure the name, address and bank details of First holder and Joint holder(s), as applicable, are filled correctly and completely and it is duly signed by all the holders and two witnesses.
2. In case of joint holdings, all the Joint holders have to sign the Undertaking.
3. The above Undertaking is to be furnished filled in and signed as per the specimen signature registered with the Company, duly attested by the Bank Manager specifying the Account number or Notarised.
4. Please note that this Undertaking should be executed on a Rs.100/- (Rupees One Hundred Only) Non-Judicial Stamp Paper or franked for Rs.100/- (Rupees One Hundred Only).
5. Please intimate us in writing if there is any change / correction in your Registered Address along with a self-attested copy of proof of Address.
6. The Company may ask / call for any addition information / document(s) in support of the claim for unpaid / unclaimed dividend in accordance with the provisions of law.