

MCS Share Transfer Agent Limited  
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Dated: 22<sup>nd</sup> November , 2016

ND/MCS STA/UNPAID DIV

Unit : GAIL (India) Limited  
Subject : Transfer of Shares to IEPF Suspense Account  
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.

In continuation of our letter dated 21<sup>st</sup> October, 2016 and as per the provisions of Section 124(5) of the Companies Act, 2013 (the Act), dividend amount(s) remaining unclaimed and 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 2008-09 (Final) till 2015-16 (Interim) are lying unclaimed.

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

For FY 2008-09 unclaimed/unpaid Final Dividend @ 30% (Rs. 3 per share) declared on 08<sup>th</sup> September, 2009 have already been transferred to IEPF on 20<sup>th</sup> September, 2016 as per the provisions of the Companies Act.

For FY 2009-10 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 20<sup>th</sup> December, 2016.

As per the abovementioned provisions of Companies Act 2013 and Rules made thereof, your shares in respect of which dividend is unpaid/unclaimed since 20<sup>th</sup> December, 2009 and not claimed consecutively for seven years will be transferred to IEPF Suspense Account. 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 IEPF Suspense Account.

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) along with requisite documents viz. (i) Self Attested copy of PAN Card, (ii) Certified copy of Address Proof before **20<sup>th</sup> December, 2016**, failing which your entire share(s) as on the date of this letter will be transferred to IEPF Suspense Account. 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 IEPF Suspense Account 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.

Please note that the process of getting the share transferred to IEPF Suspense Account is subject to notification of Depository Participant by IEPF Authority.

In view of the forgoing, please write us immediately at above mentioned email IDs or address so that it should reach us before **20<sup>th</sup> December, 2016**.

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.*