

**Letter format in respect of claiming unclaimed dividend for the year 2012-13 and onwards**

Date :

To

M/s Data Software Research Co Pvt Ltd  
Share Transfer Agent – BPCL  
19, Pycrofts Garden Road,  
Nungambakkam,  
Chennai 600006.  
Phone No. (044) 28214487 / 28213738  
Email Id: [bpcl@dsrc-cid.in](mailto:bpcl@dsrc-cid.in)

Dear Sir,

**Sub: Request for payment of Unclaimed dividend**

I hereby confirm that I have not received the dividend for the year \_\_\_\_\_. I have also verified the same from the Unpaid dividend amount details published in the website of the Company. I am providing the following information and enclosing the scanned copies of the documents required to enable you to do the needful.

Considering the lockdown situation due to COVID-19, I am unable to send the physical copies of the documents through courier/post and forwarding these documents through email to [bpcl@dsrc-cid.in](mailto:bpcl@dsrc-cid.in). However, I shall arrange to send the original documents once when normalcy is restored.

1	Name of the Shareholder	:								
2	Folio No (7 digits folio no if shares are held in physical form)									
3	DPID(16 digits no if shares are held in Electronic form)									
4	Amount of Dividend									
5	PAN No (Self attested copy)									
6	Mobile No									
7	Email Id of the shareholder									

8	Copy of the cancelled cheque leaf of the bank with Shareholders Name, Account number and IFSC code where the unpaid dividend amount shall be credited through electronic mode.	
9	Copy of Indemnity Bond as per the specimen enclosed as Annexure	The above indemnity is to be furnished on a plain paper if the amount of dividend(s) is less than Rs.2500/- else the same may be furnished on non-judicial stamp paper of Rs.200/-

Signature of the Shareholder

Encl : as above.

**Annexure**

Ref : DSRC\UNCLAIMED DIV\BPCL

Date

To

Bharat Petroleum Corporation Ltd.

Mumbai 400 001

Sub : Unclaimed dividend for the year 2012-13 or for the year -----

Folio / DP ID

Mobile no.

Dear Sir/Madam,

I/We \_\_\_\_\_ son/daughter of \_\_\_\_\_ residing at \_\_\_\_\_

\_\_\_\_\_ do solemnly declare and confirm that I/We have not received/lost/misplaced the dividend warrant(s) amounting to Rs. \_\_\_\_\_ referred above.

In consideration of the Company issuing me /us a duplicate warrant [s] for the above dividend(s) registered in my/our name(s) in lieu of dividend warrants which has been lost / misplaced, or not received I/We hereby undertake and engage for myself/ourselves, my/our executors, administrators and assign to hold the said Company and Directors and officers thereof, harmless and indemnified by payment on demand without demand or protest against all suits, actions, proceedings, changes, damages, demands etc which may arise in the event of the original dividend warrant being paid at any time or otherwise in consequence of the Company issuing a duplicate dividend warrant in lieu of the original dividend warrant.

I/We further undertake that in the event of the original dividend warrant eventually coming into our possession, I/We will forthwith surrender the said dividend warrant to the company.

Witness to the signature with full address  
and occupation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
[Signature of the shareholder]

**Instructions**

1. The above indemnity is to be furnished on a plain paper if the amount of dividend(s) is less than Rs.2500 else the same may be furnished on non-judicial stamp paper of Rs.200.
2. Please intimate us if there is any change in your address along with proof of address.