

**PREMIER POLYFILM LIMITED**

Registered Office: 305, III Floor, Elite House, 36 Community Centre,

Kailash Colony Extn., Zamroodpur, New Delhi -110048.

CIN: L25209DL1992PLC049590, Phone: 011-45537559

Email: [compliance.officer@premierpoly.com](mailto:compliance.officer@premierpoly.com) Website: [www.premierpoly.com](http://www.premierpoly.com)

SNO - 1 FOLIO/DPID-CLID -

Name

Address

Address

Pincode

**Subject : Unclaimed Dividend**

Folio No.:

Dear Shareholder,

We wish to inform you that as per the records of the Company and details submitted by the concerned bank, your dividends are still lying unclaimed as per details given hereunder:

Dividend for Financial year	AMOUNT(Rs.)	Dividend for Financial year	AMOUNT(Rs.)
2017-2018		2018-2019	
2019-2020	NA	2020-2021	
2021-2022		2022-2023	
2023-2024			

Please note in case the aforesaid dividend amounts remain unpaid/unclaimed for seven consecutive years or more, the same shall become liable to be transferred to the Investor Education and Protection Fund (IEPF) in accordance with the applicable provisions of the Companies Act, 2013.

Shareholders can claim their unclaimed dividend by writing to the Company / Registrar and Transfer Agent (RTA) of the Company viz. Beetal Financial & Computer Services Pvt. Ltd. by providing Investor Service Request Form ISR - 1, Form ISR - 2, Form No. SH 13 (Nomination Form) and Form ISR-3 (Opt out of Nomination) duly filled as per the instructions stated therein along with the supporting documents including original cancelled cheque stating the name of Account holder in case of physical securities. The Investor Request KYC Forms are available at the website of our RTA at: website [www.beetalfinancial.com](http://www.beetalfinancial.com). Copy of the Client Master List is to be submitted in case of securities in electronic form. Payment will be made to the Bank Account registered against the demat account. Please note that the last day for claiming the dividends is **October 15, 2025**. In case the dividends are not claimed by the said date, the Company would initiate necessary action for transfer of unclaimed dividends and shares held by the concerned shareholders in favour of the IEPF Authority without any further notice, in accordance with the Rules and all future benefits arising on such shares would also be transferred to the IEPF Authority.

As per SEBI norms outstanding payments will be credited directly to the bank account if the folio is KYC Compliant. Payment can be made to shareholders holding shares in physical form if the folio is KYC compliant.

**Please note that no claim shall lie against the Company in respect of unclaimed dividend amount and equity shares transferred to the IEPF Authority pursuant to the said Rules.**

In case, you have any queries or require any assistance on the subject matter, you may contact the Company's Registrar and Transfer Agents at Beetal Financial & Computer Services (P) Ltd. Beetal House, 3rd Floor, 99 Madangir, New Delhi – 110062. Email: [beetalrta@gmail.com](mailto:beetalrta@gmail.com)

You are requested to lodge your claim by **October 15, 2025** failing which your claim will not be entertained.

Place : New Delhi  
Date: 20-05-2025

For Premier Polyfilm Limited  
Sd/-  
Heena Soni  
Company Secretary & Nodal Officer

## **UPDATION OF INFORMATION**

The Securities and Exchange Board of India (SEBI) has vide Circular No. SEBI/HO/MIRSD/ POD-1/P/CIR/2023/158 dated September 26, 2023 has extended the timelines (i) for submission of PAN, Nomination and KYC details by physical security holders; and (ii) for nomination in eligible demat accounts.

Accordingly, Members holding shares in physical mode are requested to submit PAN, Nomination, Contact details, bank A/c details and specimen signature for their corresponding folio, in the prescribed forms to the RTA of the Company by as per the aforesaid SEBI Circular. Relevant details and forms prescribed by SEBI in this regard are made available under investors section on the website of the Company at [www.premierpoly.com](http://www.premierpoly.com).

Members holding shares in demat mode are requested to update the aforesaid details with your Depository Participants and submit 'Choice of Nomination' by Further, we request you to convert your physical shares into Demat mode as per SEBI's guidelines for mandatorily dematerialization of physical shares held by an Investor.

For any queries in respect of above matter, shareholders may contact Mr. Bhawendra Jha, Manager, M/s. Beetal Financial & computer services Private Limited, the Registrar & Share Transfer Agent (RTA) of the Company at Beetal House 3<sup>rd</sup> Floor, 99, Madangir, behind LSC New Delhi- 110062; Tel. No.: 011-26051061; email ID: [beetalrta@gmail.com](mailto:beetalrta@gmail.com).

Yours faithfully,

**For Premier Polyfilm Limited**

**Sd/-**

**Heena Soni**

**Company Secretary and Nodal Officer**

**Membership No.: ACS 70248**

**(This is a computer generated letter hence signature not required)**

**REQUEST LETTER FOR CLAIMING UNCLAIMED DIVIDEND**

**To,  
Beetal Financial & computer services Private Limited  
UNIT: PREMIER POLYFILM LIMITED  
Beetal House 3<sup>rd</sup> Floor, 99, Madangir,  
behind LSC New Delhi- 110062**

Dear Sir/ Madam,

Subject : Payment of unclaimed dividend

Folio No. / DP ID- Client ID No. :

This is to confirm that I / We \_\_\_\_\_ shareholder(s) of Premier Polyfilm Limited, have lost / misplaced / not received/ not encashed dividend(s) (please tick whichever is applicable), as detailed below:

Dividend for the Financial Year(s)	Amount (Rs.)
Dividend 2017-2018	
Dividend 2018-2019	
Dividend 2020-2021	
Dividend 2021-2022	
Dividend 2022-2023	
Dividend 2023-2024	

You are requested to kindly arrange for the payment of the aforesaid unpaid dividend.

Thanking You,

Yours sincerely.

Signatures :

Name :

Address :

**Application-Cum-Undertaking  
FOR PAYMENT OF UNPAID/UNCLAIMED DIVIDEND**

To be executed on Rs.100/- Non-Judicial Stamp paper if the amount to be claimed more than Rs. 1500/-

**To,**  
**Beetal Financial & computer services Private Limited**  
**UNIT: PREMIER POLYFILM LIMITED**  
**Beetal House 3<sup>rd</sup> Floor, 99, Madangir,**  
**Behind LSC New Delhi- 110062**

REF : FOLIO/DPID/CLIENT ID :

I/We hereby confirm that I/We have not encashed any of the Dividends paid by the Company and/or have lost/misplaced/not received (please tick whichever is applicable) dividend warrant as per details given below:

Dividend Warrant No.	MICR. No. / DD. No.	Financial Year	Amount(s) (Rs.)

In consideration of your crediting the amounts directly to my bank account as mentioned below or issuing to me Demand Draft(s)/Pay Order(s) in lieu of the Dividend Warrant(s) lying unclaimed/ unpaid in my name and which are irretrievable /lost or misplaced, I/We hereby agree and undertake to hold the Company, its Directors and officers harmless and to keep them protected from / against all losses, costs or damages which you may sustain or incur by reason of the Company issuing Demand Draft(s)/ Pay Order(s) or by the original Dividend Warrant(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) or in any way interested therein. I/We further agree and undertake to return to you the original Dividend Warrants, should it be found by me/us or again come into my/our possession at any time hereafter.

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

Witness1:	Witness2:
Name :	Name :
Address	Address :
Signature :	Signature :

Dated:

**Note: For the undertaking to be considered complete, please ensure the address and bank details of first holder and joint holder(s), as applicable, are filled correctly and it is duly signed by all the holders and two witnesses.**