

## **DIVIDEND**

### **In case of non-receipt of dividend, what action a shareholder should take?**

He should first check his own records thoroughly. Thereafter he should write to our R & ST Agent, M/s. Abhipra Capital Limited furnishing the particulars of the dividend not received and should necessarily quote his folio number. In case he holds shares in electronic mode then the DP ID and client ID should be mentioned. After checking the records with the banker to the issue, APL Apollo Tubes Limited will arrange to issue him a Banker's Cheque / Demand draft for the unpaid amount.

### **What is the procedure for obtaining a duplicate dividend warrant?**

If the validity period of the last dividend warrant has not yet expired, one will have to wait till the expiry date since no duplicate can be issued during the validity of the original warrant. However after the expiry of the validity period, if the dividend warrant is still shown as unpaid as per the Bank Statement, a Banker's Cheque/Demand draft shall be issued to the shareholder.

### **Can one claim the old dividends relating to past years that have not been received by him?**

As per the present law, the company retains all unpaid/unclaimed dividends for the past seven years. If one has not received any of these dividends, he should write to our R & ST Agent, M/s. Abhipra Capital Limited providing relevant particulars such as folio number/DP ID & Client ID, concerned dividend, year etc., and APL Apollo Tubes Limited shall arrange to pay the dividend remaining unpaid in the records.

### **What happens to dividend, which remains unpaid/unclaimed for more than 7 years?**

In case of dividend amount remaining unpaid/unclaimed for a period more than 7 years than the said amount is necessarily transferred to the "Investor Education and Protection Fund" (IEPF), constituted by the Central Government and members would not be able to claim any amount of dividend so transferred to the IEPF. In order to protect against fraudulent encashment, how can one incorporate the details of his bank account on his dividend warrant. What is the procedure that he should follow?

If one is holding shares in physical form, he should duly fill the request updation form for bank mandate and send the same to our R & ST Agent, M/s. Abhipra Capital Limited. The Company will take on record such request complete in all respect and incorporate the same on future dividend warrants. However, if one is holding the shares in electronic mode then such details needs to be furnished to the respective Depository Participant with whom one holds the demat account and not to APL Apollo Tubes Limited or our R & ST Agent.

### **Can one authorise his banker or any other person to receive dividends on his behalf?**

Yes. One can do so by furnishing the name and address of the authorised person/banker. Such request should contain all the relevant details such as folio number, number of shares, specimen signatures recorded with APL Apollo Tubes Limited. The Company will take on record such request complete in all respect and dispatch the dividend warrant to the mandate as per the instructions.

Please note that this procedure is applicable only if you are holding shares in physical form.

## **Why can't APL Apollo Tubes Limited take on record the bank details in case of dematted shares?**

As per the Depository Regulations, the company is obliged to pay dividend as per the details of demat shareholders furnished by the concerned Depository Participant. However, if in case one needs to record his mandate then such details needs to be furnished to the respective Depository Participant with whom one holds the demat account and not to APL Apollo Tubes Limited or its R & ST Agent, as we are not authorised to make or incorporate any change in records received from the Depository.

## **Bank Mandate for dividend**

If you wish that your dividend amount should be deposited by APL Apollo Tubes Limited directly into your Bank Account with any of the Banks in India, you may avail the option of issuing a Bank Mandate to APL Apollo Tubes Limited.

To enable us to act on your instruction, kindly download the following form, fill it up and mail it to our R & ST Agent, M/s. Abhipra Capital Limited. On receipt of your mandate, we shall take it on record, issue a letter confirming registration of your Bank Mandate and shall arrange to forward your dividend warrant directly to your Bank for crediting the dividend amount into your Bank Account under advice to you.

## **Bank Mandate Form**

You may withdraw or change your Bank Mandate as and when you desire, subject to receipt of intimation of instruction at least one month before remittance of dividend.

This facility facilitates prompt credit of your dividend amount into your Bank Account without your having to visit the Bank.

## **Bank details on Dividend Warrants**

If you have not opted for the ECS facility or in case the location of the Bank/Branch indicated by you is not among the centers covered by ECS facility and desire to incorporate your bank details on the dividend warrant, kindly furnish the particulars in the following form.

## **Form for Bank Details on dividend warrants**

You may use the same form for notifying any change in the particulars of your Bank Account. Kindly ensure that any such change should be notified at least one month before remittance of dividend through ECS. We wish to assure you that our dividend warrants incorporating your name and particulars of your Bank Account, will be mailed directly to your address.

Kindly be rest assured that the information provided by you will be kept confidential and will be used only for the purpose of remittance of your dividend.

In order to provide protection against fraudulent encashment of dividend warrants, Shareholders are requested to provide, if not provided earlier, their Bank Account numbers, names and addresses of the bank branches, quoting their Folio numbers, to our R & ST Agent, M/s. Abhipra Capital Limited to enable us to incorporate the same on their dividend warrants.

### **What is Electronic Clearing Service (ECS)?**

Under this system, one can receive his dividend electronically by way of direct credit to his bank account. With this service the problems such as loss/fraudulent interception of dividend warrants during postal transit is avoided. This also expedites payment through credit to the account of the investor as compared to the payment through physical dividend warrant.

### **Form for Clearing Service (ECS)**

#### **Is the ECS facility available across the country?**

No. The Reserve Bank of India has introduced ECS facility at select cities only.

#### **Bank details for Electronic Shareholdings**

While opening Accounts with Depository Participants (DPs), you may have given your Bank Account details, which will be used by APL Apollo Tubes Limited for printing on dividend warrants or remittance of dividend. This ensures that the dividend warrants, even if lost or stolen, cannot be used for any purpose other than for depositing the money in the Account specified on the dividend warrants and ensures safety for investors. However, if you wish to receive dividend in an Account other than the one specified while opening the Depository Account, you may change / correct Bank Account details with your DP. Shareholders are requested to furnish complete details of their Bank Accounts including IFSC Code, MICR codes of their Bank to their DPs.