



INDIAN RAILWAY CATERING AND TOURISM CORPORATION LIMITED

CIN: L74899DL1999GOI101707

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Nauroji Nagar, New Delhi-110029 India

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IMPORTANT COMMUNICATION FOR ATTENTION OF SHAREHOLDERS

Dear Shareholder,

21st August, 2025

Subject: 100 Days Campaign – “Saksham Niveshak” (July 28, 2025 to November 6, 2025) to update your KYC and other related updations to prevent transfer of Unpaid/Unclaimed Dividends to IEPF.

This is in reference to the circular issued by Investor Education and Protection Fund Authority (IEPFA), Ministry of Corporate Affairs (MCA), Government of India dated July 16, 2025 regarding 100 Days Campaign – “Saksham Niveshak” from July 28 2005 to November 6, 2005.

Indian Railway Catering and Tourism Corporation Limited (“IRCTC” or “the Company”) is participating in the “Saksham Niveshak” 100-Day Campaign to help shareholders claim their unpaid/unclaimed dividends before they are transferred to the IEPF. The Company has been proactively assisting shareholders through regular reminders, and this campaign reinforces our commitment to ensuring you receive your rightful dividends.

During this Campaign all the shareholders who have not claimed their Dividend for any Financial Years from 2019-20 and thereafter or have not updated their KYC or any issues related to unclaimed dividends and shares may write to the Company’s RTA, **M/s Alankit Assignments Limited, at Alankit Assignments Limited, 208, Anarkali Complex, Jhandewalan Extension, New Delhi-110055.**

The shareholders may further note that this campaign has been started specifically to reach out to the shareholders to update their KYC, bank mandates, Nominee and contact information. The shareholders may also claim their Dividend for the Financial Years in order to prevent their shares from being transferred to the Investor Education and Protection fund Authority (IEPFA).

Shareholders are requested to take following action, in case of unclaimed dividend from 2019-20 and thereafter:

- 1. Update your KYC details:** Shareholders are requested to update PAN card, nomination, address, mobile number, email, bank account details and signature. (Mandatory for electronic dividend from April 1, 2024).
- 2. In case of Physical Holding:** Shareholders holding shares physically are requested to update their details including KYC in the manner given hereunder:

Information / documents to be submitted*	Mode of dispatch
<ul style="list-style-type: none"> - Form ISR-1: Filled and signed, with self-attested KYC documents. - Form ISR-2: Filled and signed, with banker's attestation of your signature + original cancelled cheque [with your name printed] or self-attested bank passbook/statement. - Form SH-13: For adding a nominee. - Form ISR-3: If you wish to opt out of nomination. - Form SH-14: For cancellation of nomination. 	<ul style="list-style-type: none"> - By Post: Send self-attested, dated physical copies of documents/forms to the RTA of the Company i.e., Alankit Assignments Limited, 208, Anarkali Complex, Jhandewalan Extension, New Delhi-110055. - By Email: From your registered E-mail ID to: rt@alankit.com , virenders@alankit.com

*Shareholder can download these forms from the website of the Company

https://www.irctc.com/assets/images/Mandatory%20Furnishing%20Of%20PAN_15_6_202322.pdf and RTA <https://alankitassignments.com/investor-charter/>

3. **In case Demat Holding:** Shareholders holding shares in electronic form and those who have not claimed their dividend, can claim the same by updating / modifying their KYC, Email addresses and other details with their respective Depository Participants and intimating the updated details to the RTA of the Company.

The Member(s) of the Company are advised to claim unpaid/unclaimed dividend amounts, if any, in respect of Dividend for the financial year 2019-20 and thereafter

Shareholders are kindly requested to take note of the above instructions and act accordingly. A copy of the MCA's circular dated 16th July 2025 as stated above is enclosed herewith as **Annexure** for ready reference.

To support the success of this campaign, kindly submit your documents **on or before November 6, 2025**.

For any further assistance regarding 100 days Campaign - "**Saksham Niveshak**", please do reach out to us at investors@irctc.com.

Thanking you,

Yours faithfully,

For and on behalf of Indian Railway Catering & Tourism Corporation Limited

Sd/-

(Suman Kalra)

Company Secretary and Compliance Officer

Computer No.284174
E-file no. 30/06/2025-IEPFA
Investor Education and Protection Fund Authority
Ministry of Corporate Affairs
Government of India

Ground Floor, Jeevan Vihar Building,
Sansad Marg, New Delhi-110001

Dated: 16/07/2025

To
The Nodal Officer

Subject: Request to Initiate 100 Days Campaign - "Saksham Niveshak" - for KYC and other related Updations and Shareholder Engagement to Prevent Transfer of Unpaid/Unclaimed Dividends to IEPF- regarding

Dear Sir/Madam,

With reference to the meeting recently held with the Nodal Officers of stakeholder companies through video conference on April 28, 2025 regarding the organisation of *Niveshak Shivir* for facilitating the direct transfer of unclaimed/unpaid dividends to rightful claimants by companies.

The primary aim of this Shivir was to provide a platform for investors to:

- Resolve issues related to unclaimed dividends and shares.
- Update their KYC and nomination details.
- Promote transparency and investor empowerment by ensuring direct claims processing without third parties.

In this regard, as per Section 124(2) of the Companies Act, 2013 *"The company shall, within a period of ninety days of making any transfer of an amount under sub-section (1) to the Unpaid Dividend Account, prepare a statement containing the names, their last known addresses and the unpaid dividend to be paid to each person and place it on the web-site of the company, if any, and also on any other web-site of the company, if any, and also on any other web-site approved by the Central Government for this purpose, in such form, manner and other particulars as may be prescribed."*

As per the provisions of Section 124(5) of the Companies Act, 2013 *"Any money transferred to the Unpaid Dividend Account of a company in pursuance of this section which remains unpaid or unclaimed for a period of seven years from the date of such transfer shall be transferred by the company along with interest accrued, if any, thereon to the Fund established under sub-section (1) of section 125 and the company shall send a statement in the prescribed*

form of the details of such transfer to the authority which administers the said Fund and that authority shall issue a receipt to the company as evidence of such transfer.”

Further as per **Section 124(6)**: *“All shares in respect of which dividend has not been paid or claimed for seven consecutive years or more shall be transferred by the company in the name of Investor Education and Protection Fund along with a statement containing such details as may be prescribed.”*

In addition to above, SEBI has issued clarifications regarding processing investor requests and updating KYC details through various circulars, including:

- **SEBI/HO/MIRSD/POD-1/P/CIR/2023/70** (May 17, 2023)
- **SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687** (December 16, 2021)

In line with the objectives of the Niveshak Shivir and IEPFA's broader drive for investor education and facilitation, we propose the launch of a **100 Days Campaign - "Saksham Niveshak"** - targeting shareholders whose dividends have remained unclaimed.

This campaign should focus on the following key actions:

- **Proactive Engagement:** Reach out to shareholders to update their KYC, bank mandates, and contact information.
- **Transfer to IEPFA:** Dividend is paid to the rightful claimant, so that the transfer of shares to IEPFA is not required, by ensuring all eligible shareholders make updation to their KYC.
- **Dividend from Company:** Enable shareholders to receive their rightful claims directly from the Company.

Considering the above, you are requested to initiate the 100-Day Campaign from **28th July, 2025 to 6th November, 2025**, and to submit an **Action Taken Report** indicating the steps undertaken during this period. The format for the report is enclosed for your reference.


 (Lt. Col. Aditya Sinha)
 General Manager, IEPF Authority