

To

**The Company Secretary,  
Dhelakhat Tea Company Limited  
4 Dr. Rajendra Prasad Sarani,  
Kolkata-700001**

Dear Sir,

**Transfer of Equity Shares of the Company to the Investor Education & Protection Fund Account**

With reference to the captioned subject I hereby confirm having not received Dividend on the Company's Equity Shares for the years 2009-2010 to 2016-2017.

Accordingly, I hereby lodge claim for payment of Dividend on my Equity Shareholding in the Company for the said years, which may be credited to my Bank Account as per details given below:

Bank Account No. & Type	
Name of the Bank & Branch	
MICR No.	
IFSC Code	
Contact No.	
E-mail Id	

(Copy of cancelled cheque is attached)

Further, I hereby submit self attested copies of my (i) PAN Card and (ii) Voter Id Card/Aadhaar Card/Passport towards verification of my identity for substantiating the aforesaid claim.

Yours Sincerely

(Signature)

(Full Name)

Place:

Date: