

**ANNEXURE-I**

**Date:**

**To,**  
**Alankit Assignments Limited**  
Alankit Heights  
1E/13, Jhandewalan Extension  
New Delhi – 110055

Unit : Garden Reach Shipbuilders & Engineers Limited  
Sub : Unpaid Dividend Claim  
DP ID & Client ID/ Folio No. \_\_\_\_\_

Dear Sir / Madam,

I/We have checked the bank statement/ record and find that following dividend(s) have not been received/ credited in my/our bank account against the shares held by me/us.

Year Interim/Final	Warrant/ DD No.	Warrant/ DD Date	No. of Shares	Dividend Amount

I am enclosing herewith the copy of Specimen Cheque, PAN Card & Address Proof (any one - Voter ID, Aadhar Card, bank statement etc.) and also Original Dividend Warrant/Demand Draft for the above purpose.

Thanking you,

Yours faithfully,

Signature      1. \_\_\_\_\_      2. \_\_\_\_\_  
of  
holder(s)  
Name of      1. \_\_\_\_\_      2. \_\_\_\_\_  
Holder(s)

Encl : as above

Note: The letter is to be signed by all the holders in case of joint holding. The signature of the holder should match with the specimen signature in the record of the Company for doing the needful.