



Cera Sanitaryware Limited

Regd. Office : 9, GIDC Industrial Estate, Kadi – 382715, Dist. Mehsana, Gujarat.

Website: www.cera-india.com | Phone : (02764) 243000, 242329

E-mail: ceragreen@cera-india.com | CIN: L26910GJ1998PLC034400

Date: 17th May, 2024

Sub: Transfer of shares to Investor Education and Protection Fund (IEPF)

Pursuant to provisions of Section 124(6) of the Companies Act, 2013 (Act) read with Investor Education and Protection Fund Authority (Accounting, Audit, transfer and refund) Rules, 2016 (IEPF Rules), the Company is required to transfer those shares on which dividend has not been paid or claimed for 7 (seven) consecutive years or more to Investor Education and Protection Fund ('IEPF') Authority.

As per the records of the Company, it appears that you have not claimed the dividend for 7 consecutive years from the Financial Year 2016-17 onwards. The dividend declared by the Company for last 7 years against the shares held by you is unpaid / unclaimed and accordingly in terms of above provisions, the Company is required to transfer the above-mentioned number of equity shares held by you under above mentioned folio number / depository participant account number to IEPF.

You may further note that after the transfer of shares to IEPF, any corporate benefit arising out of your shareholding in the Company shall also be credited in favour of IEPF Authority.

For claiming these shares and dividend before transferring to IEPF, please write immediately at below address on or before **31st July, 2024**, failing which Company will have no other option but to transfer the shares held by you to IEPF on due date:

**The Share Department,
Cera Sanitaryware Limited,
7th & 8th Floor, B - Wing Privilon, Ambli BRTS Road,
Iskcon Cross Road, S G Highway, Ahmedabad – 380059,
Ph: 079-49112222 | Email: ceragreen@cera-india.com**

Further, considering recent amendments made by SEBI for shareholders holding shares in physical form regarding mandatory registration of their KYC details and Nomination, in case your KYC are pending, you are requested to kindly submit below mentioned forms along with necessary documents at the earliest to the Company:

1. Form ISR-1 – Registration of PAN, KYC details, BANK, Mobile No & Email-ID change/update thereof.
2. Copy of PAN and Aadhaar Card of Shareholder(s) (Self-Attested with Date)
3. Form ISR-2 – Signature Verification by Banker and 1 Cancelled Cheque Leaf.
4. Form SH-13 – Registration of Nominee or Form ISR-3 – Declaration for Opting-out of Nomination

These forms are available on the website of the company at: <https://www.cera-india.com/investor-relations/for-physical-shareholders>

Please note that no claim shall lie against the Company in respect of unclaimed dividend amount and shares transferred to IEPF pursuant to the said Rules. Upon transfer of shares to IEPF, Shareholders can claim the shares from the IEPF authority only by filing e-form IEPF-5. For claiming such shares, the shareholders are required to follow the procedure as prescribed under the said Rules and available on the website of the IEPF authority i.e. www.iepf.gov.in.

Assuring you of our best services at all times.

Thanking you,
For **Cera Sanitaryware Limited**
Sd/-
Hemal Sadiwala
Company Secretary