



May 31, 2025

Dear Shareholder,

Sub: Intimation of due date of transfer of equity shares to the Investor Education and Protection Fund

Pursuant to provisions of sub-section (6) of Section 124 of the Companies Act, 2013 (the "Act") and Rule 18(3) of the Investor Education and Protection Fund Authority (Accounting, Auditing, Transfer and Refund) Rules, 2016, equity shares in respect of which dividend has remained unclaimed for seven consecutive years, shall be transferred by the Company on September 10, 2025 to 'Investor Education and Protection Fund (IEPF)'.

You are required to claim unpaid/unclaimed dividend for financial year 2017-18 and onwards (year wise statement of unclaimed dividend has been uploaded on the website of the Company www.sinclairsindia.com), by returning the following attachments duly filled in, to the Company, on or before **August 31, 2025**.

For shares held in demat form:

- Signed request form (enclosed with this letter) along with copy of the Demat Account Statement (Client master list) and self-attested copy of cancelled cheque.

For shares held in physical form:

- Signed request form (enclosed with this letter) along with KYC Compliance Investor Service Request Form ISR-1, Form ISR-2 and Form No. SH-13 duly filled as per the instructions stated therein (format available on the Company's website www.sinclairsindia.com) along with the self-attested copy of PAN card, address proof and cancelled cheque stating your name as the Account holder.

As per SEBI circular dated November 3, 2021, and December 14, 2021, outstanding payments will be credited directly to the bank account if the folio is KYC Compliant. Payment can be made to shareholders holding shares in physical form if the folio is KYC compliant. Please note that no payment can be made in absence of complete bank details registered against your account.

If valid claim is not received by **August 31, 2025**, the said shares and unclaimed dividend held in your name shall be transferred to the IEPF without any further notice. Please note that no claim shall lie against the Company in respect of unclaimed dividend amount and equity shares transferred to the IEPF.

In the event of transfer of shares held by you and the unclaimed dividends to IEPF, you are entitled to claim the same from IEPF by submitting an online application in the prescribed Form IEPF-5 available on the website www.iepf.gov.in and sending a physical copy of the same duly signed to the Company along with requisite documents enumerated in the Form IEPF- 5.

For queries, please contact the Registrars and Transfer Agent of the Company, Niche Technologies Pvt. Ltd, 3A Auckland Place, 7th Floor, Room No. 7A & 7B, Kolkata 700017, email: nichetechpl@nichetechpl.com, Phone: (033)2280-6616/17/18. Emails may also be sent to cs@sinclairshotels.com.

Yours faithfully,
Ananna Sarkar
Company Secretary

Sinclairs Hotels Limited

Regd. Office: 147, Block G, New Alipore, Kolkata 700053, t:9007540731
CIN: L55101WB1971PLC028152, www.sinclairshotels.com e: cs@sinclairshotels.com
A MSME Enterprise : Registration No. UDYAM-WB-10-0004205

Annexure

To
The Company Secretary
Sinclairs Hotels Limited
147 Block G, New Alipore
Kolkata-700 053

Dear Sir,

Re: Transfer of Equity Shares of the Company to Investor Education and Protection Fund (IEPF)

I refer to your letter dated May 31, 2025, on the captioned subject and confirm having not received dividend on the Company's Equity Shares for the year 2017-2018.

Accordingly, I hereby confirm that I am holding the shares in respect of which dividends for the year 2017- 2018 which will be transferred to IEPF by the Company.

I lodge my claim for the payment of Dividend on my Equity Shareholding in the Company for the year 2017- 2018 onwards and request you to credit the same to my Bank Account as per details given below or issue Demand Draft payable at par in my favour:

Folio/DPID & Client ID	
Bank Account No. & Type	
Name of Bank & Branch	
MICR No. (9-digit code)	
IFSC Code	
Email ID	
Mobile No.	

I am enclosing the following (tick ☐ whichever is applicable):

For shares held in demat form:

☐ Copy of Client master list featuring bank account details registered against the demat account and self-attested copy of cancelled cheque

For shares held in physical form:

☐ Self-attested copy of cancelled cheque bearing the name of the first shareholder **or** bank attested copy of first page of the Bank Passbook/Statement of Account in original and a self-attested copy of cancelled cheque.

☐ Investor Service Request Form ISR – 1, Form ISR - 2 and Form No. SH 13 (Nomination Form) duly filled as per the instructions stated therein along with the supporting documents duly signed.

Yours faithfully

(Signature)
(FULL NAME)

Place:

Date: