

16<sup>th</sup> February, 2024

The Secretary  
BSE Ltd.  
Corporate Relationship Department, 1st Floor  
New Trading Ring, Rotunda Building, P.J.Tower  
Dalal Street, Fort,  
Mumbai -400001  
**BSE Scrip Code: 502420**

The Manager  
Listing Department  
National Stock Exchange of India Ltd.  
Exchange Plaza, C-1, Block G, 5th Floor,  
Bandra-Kurla Complex  
Bandra (E), Mumbai -400051  
**NSE Symbol: ORIENTPPR**

Dear Sirs,

**Sub: Notice of transfer of equity shares to the Investor Education and Protection Fund of the Central Government.**

We enclose herewith a copy of Notice being sent to the shareholders in connection with transfer of equity shares of the Company to the IEPF Authority in respect of which dividend has not been paid or claimed for seven consecutive years commencing from the financial year 2016-17.

This is for your information and records.

Thanking you,

Yours faithfully,  
For ORIENT PAPER & INDUSTRIES LIMITED

(R.P. Dutta)  
Company Secretary  
ACS 14337

Encl: as above

**ORIENT PAPER & INDUSTRIES LIMITED**

(CIN: L21011OR1936PLC000117)

**Regd Office:** Unit - VIII, Plot No. 7, Bhoinagar, Bhubaneswar - 751012 (Odisha)

Ph: (0674) 2396930

E-mail: cosec@opil.in | Website: www.orientpaperindia.com

Dear Shareholder(s),

**Sub.: Notice of transfer of equity shares held by you in the Company to the Investor Education and Protection Fund of the Central Government.**

This is to inform you that in terms of the provisions of Section 124 (5) of the Companies Act, 2013 ("the Act"), dividend which remains unpaid/unclaimed for a consecutive period of seven years from the date of transfer of the unpaid/ unclaimed dividend to Unpaid Dividend Account, will be transferred to the Investor Education and Protection Fund ("IEPF").

Further, in terms of Section 124(6) of the Act read with Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 ("IEPF Rules"), equity shares in respect of which dividend has not been paid or claimed for seven consecutive years shall also be transferred to the IEPF Authority.

From our records we find that dividend against equity shares held in your name remains unpaid / unclaimed for a period of seven consecutive years commencing from the financial year 2016-17 details whereof are furnished below.

<b>Financial Year</b>	<b>Dividend amount (Rs.)</b>
INT DIV 2016-2017	
FNL DIV 2016-2017	
INT DIV 2017-2018	
FNL DIV 2017-2018	
INT DIV 2018-2019	
FNL DIV 2018-2019	
FNL DIV 2019-2020	
FNL DIV 2020-2021	
FNL DIV 2021-2022	
FNL DIV 2022-2023	

You are therefore requested to claim your dividend by writing to our Registrar and Share Transfer Agent, KFin Technologies Ltd ("Kfintech" / "RTA"), failing which the dividend and the equity shares (held either in physical or electronic mode) relating thereto will be transferred to the IEPF Authority.

To claim the outstanding dividend, please ensure that correct details of your bank account number and IFSC/ MICR of your bank is registered with your Depository Participant against your Demat Account / Registrar and Share Transfer Agent – Kfin Technologies Ltd. The enclosed Form should thereafter be sent along with appropriate documents, from your registered email address or by way of a letter so as to reach the RTA on or before **22<sup>nd</sup> May, 2024**.

**For shares held in demat form**

- A copy of the Client Master List showing your name, address, demat and bank account details registered against the demat account has to be sent along with the enclosed form.

**For shares held in physical form**

- 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 including original cancelled cheque stating your name as the Account holder.

Please note that no payment shall be made if complete bank details are not registered against your account.

In case we do not hear anything from you on this intimation letter by 22<sup>nd</sup> May, 2024, we shall, with a view to comply with the requirements of the IEPF Rules, proceed to transfer the dividends and shares held by you to IEPF Authority, without any further notice. **Please note that no claim shall lie against the Company in respect of the shares so transferred to IEPF.**

In case the shares are held by you;

- in physical form- new share certificate(s) shall be issued and transferred in favour of IEPF Authority upon completion of necessary formalities. Thereafter, the original share certificate(s) registered in your name shall be deemed to be cancelled and non-negotiable.
- in demat form- the Company shall inform the depository by way of corporate action for transfer of shares lying in your demat account in favour of IEPF Authority.

Any person whose shares/unpaid dividend is transferred to the IEPF Authority may claim the shares/dividend from the IEPF Authority, in terms of the provisions of Section 124 and 125 of the Act by submitting an online application in Form IEPF-5 available on the website [www.iepf.gov.in](http://www.iepf.gov.in). Simultaneously, the claimant shall be required to submit a copy of Form IEPF-5 submitted with IEPF Authority duly signed and accompanied with all requisite documents enumerated in form IEPF 5, to the Company at its principal office (as given below) in an envelope marked "Claim for refund from IEPF Authority."

Please feel free to contact the Company/RTA in case you have any queries at the following address.

Orient Paper & Industries Limited Birla Building, 9th floor 9/1, R N Mukherjee Road Kolkata 700 001 Phone: +91 33 4082 3700/ 2220 0600 Email: <a href="mailto:cosec@opil.in">cosec@opil.in</a>	KFin Technologies Ltd. Unit: ORIENT PAPER & INDUSTRIES LIMTIED Selenium Building, Tower-B, Plot No. 31-32 Financial District, Nanakramguda, Serilingampally, Hyderabad, Rangareddy, Telangana, India -500032 Toll free no. 1800 309 4001 Whatsapp No: (+91) 9100094099 Email: <a href="mailto:einward.ris@Kfintech.com">einward.ris@Kfintech.com</a> Website: <a href="http://www.KFintech.com">www.KFintech.com</a>
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Thanking you,

Yours faithfully,  
For **ORIENT PAPER & INDUSTRIES LTD.**

Sd/-  
(R.P.Dutta)  
Company Secretary

Encl: as above.

To,  
M/s. Kfin Technologies Limited  
(Unit: **ORIENT PAPER & INDUSTRIES LIMITED**)  
Selenium Building, Tower-B, Plot No. 31-32  
Financial District, Nanakramguda,  
Serilingampally, Hyderabad, Rangareddy,  
Telangana, India -500032

Dear Sir/Madam,

**Sub: Claim for payment of Unclaimed Dividend(s).**

I/We refer to the Company's letter dated \_\_\_\_\_ and confirm that I/We have neither encashed the dividend warrant(s)/ demand draft(s) that were sent to me/us earlier nor I/we have received any money in connection with the below mentioned dividend(s).

**Folio No. / DP Id & Client Id :**

Financial Year	Dividend amount (Rs.)
INT DIV 2016-2017	
FNL DIV 2016-2017	
INT DIV 2017-2018	
FNL DIV 2017-2018	
INT DIV 2018-2019	
FNL DIV 2018-2019	
FNL DIV 2019-2020	
FNL DIV 2020-2021	
FNL DIV 2021-2022	
FNL DIV 2022-2023	

I/We hereby lodge claim for payment of aforesaid Unpaid Dividend on equity shares held by me/us in the Company.

Further, I am enclosing the following for you to the needful in the said matter (Please tick whichever is applicable).

**For shares held in physical form**

- Original cancelled cheque leaf 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 cancelled cheque and
- 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.

**For shares held in electronic/demat form**

- Copy of the Client master List containing bank details registered with the demat account.

Signature of first named shareholder:	
Place:	Contact Details:
Date:	i. Phone No.:
	ii. Email address:

**NOTE:** This claim must reach Kfin Technologies Limited latest by 22<sup>nd</sup> May, 2024.