

11th December, 2025

To,

The Manager – Listing
BSE Limited
BSE Code- 501455

The Manager - Listing
National Stock Exchange of India Limited
NSE Code- GREAVESCOT

Dear Sir/Madam,

Sub: 1. Reminder Letter to the shareholders – Unclaimed Interim Dividend 2018-19
2. Newspaper advertisement titled “Notice to Shareholders for Transfer of Equity Shares of the Company to Investor Education and Protection Fund” (‘IEPF’)

We enclose herewith the following documents:

1. **Reminder Letter Specimen:** A specimen of the reminder letter sent to the concerned shareholders whose dividend remains unpaid/ unclaimed for seven or more consecutive years and whose equity shares are liable to be transferred to the Investor Education and Protection Fund Authority (‘IEPF’). This is pursuant to Section 124(6) of the Companies Act, 2013 read with Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, as amended from time to time.
2. **Newspaper Advertisement Copies:** Copies of Newspaper advertisement published, regarding the IEPF transfer process, in Business Standard (English) and Loksatta (Marathi).

This is for your information and records.

Thanking you,

Yours faithfully,
For Greaves Cotton Limited

Atindra Basu
Group General Counsel & Company Secretary
Membership No: F13799

Encl.: As above

Greaves Cotton Limited

Email ID: investorservices@greavescotton.com | **Website:** www.greavescotton.com

Registered Office: J-2, MIDC Industrial Area, Chikalthana, Aurangabad - 431210, India

Corporate Office: Unit No.1A, 5th Floor, Tower 3, Equinox Business Park, LBS Marg, Kurla West, Mumbai - 400070, India

Tel: +91 22 41711700 | **CIN:** L99999MH1922PLC000987

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Date: 10th December 2025

SPECIMEN

Name of Shareholder:
Address of Shareholder:

REF: Folio/DP ID/CL ID No.: «Folio»

Dear Shareholder(s),

Sub: Reminder to Claim unpaid/ unclaimed dividend for Financial Year 2018-19 (Interim) / Transfer of shares to Investor Education and Protection Fund (IEPF) Authority

As per Section 124 (5) and (6) of the Companies Act, 2013 ('the Act') read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 ('the Rules') and subsequent amendment thereto, all unpaid and unclaimed dividends are required to be transferred by the Company to the IEPF established by the Central Government, after expiry of seven years from the date of transfer to the respective unpaid dividend account. The details of such unpaid / unclaimed dividend are regularly updated on the website of the Company at <https://greavescotton.com/investor-relations/investor-information>.

Further, all shares in respect of which dividend(s) are unclaimed or unpaid for seven consecutive years or more, shall also be transferred to IEPF. However, where there is a specific order of Court or Tribunal or Statutory Authority restraining any transfer of such shares and payment of dividend or where such shares are pledged or hypothecated under the provisions of the Depositories Act, 1996, the Company will not transfer such shares to the IEPF Authority.

As per the records of the Company, interim dividend for the Financial Year 2018-2019 and subsequent dividends paid till date on the shares held by you remains unclaimed. Please note that the due date for claiming interim dividend pertaining to Financial Year 2018-19 is 12th March, 2026.

ACTION REQUIRED FROM YOU

You are therefore, requested to claim the unclaimed dividend amount by sending following documents to the Company at investorservices@greavescotton.com or to the Company's Registrar and Share Transfer Agent at einward.ris@kfintech.com preferably by Friday, 27th February 2026.

SHAREHOLDERS HOLDING SHARES IN ELECTRONIC FORM shall submit a (a) self-attested copy of the client master list; (b) duly signed request letter. Kindly ensure that the Bank details registered against your demat account are correct or update the same with your Depository Participant. Payment will be made to the Bank Account registered against the Demat account.

SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM shall submit the Investor Service Request Form ISR-1, Form ISR-2 and Form No. SH-13 (Nomination Form) duly filled and signed as per the instructions stated therein along with the supporting documents: (a) self-attested copy of a cancelled cheque, PAN, and proof of address; (b) duly signed request letter.

As per the SEBI Master Circular dated 23rd June, 2025, outstanding payments will be credited directly to the bank account if the folio is KYC Compliant.

The Investor Request Forms are available at the website of the Company at <https://greavescotton.com/investor-relations/investor-information> and at the website of our RTA at: <https://ris.kfintech.com/clientservices/isc/isrforms.aspx>

In case no valid claim in respect of the unclaimed/unpaid dividend is received from the concerned shareholders by the said date, the Company in compliance with the requirements of the Rules, will proceed to transfer the liable dividend and equity shares to the IEPF authority without any further notice, in following manner:

In case shares are held in physical form - New share certificate(s) will be issued and transferred in favor of the IEPF Authority on completion of necessary formalities. The original share certificate(s) which stand registered in the name of the shareholder will stand automatically cancelled and be deemed non-negotiable.

In case shares are held in demat form - The Company shall transfer the shares by way of corporate action through the

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Depositories to the demat account of IEPF Authority established by the Central Government.

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.

Claim from IEPF:

As per the IEPF Rules, both the unclaimed dividend amount and the shares transferred to the IEPF Authority including all benefits accruing on shares, if any, can be claimed by making an online application in the prescribed Form IEPF-5 which is available on the website of the Ministry of Corporate Affairs (MCA) at <https://www.mca.gov.in/content/mca/global/en/foportal/fologin.html>, and access the form under MCA Services>Company e-filing>IEPF Services, after obtaining Entitlement Letter from the Company; and (ii) by sending the physical copy of Form IEPF-5 duly signed (as per the specimen signature recorded with the Company) along with the required documents enumerated in Form IEPF-5, to the Company.

In case if you have any queries or need any assistance in this regard, please contact:

Greaves Cotton Limited

Investor Services Department

Corporate Office: Unit No. 1A, 5thFloor, Tower 3,
Equinox Business Park, LBS Marg, Kurla (West),
Mumbai - 400070 Tel: 022-41711700

Email: investorservices@greavescotton.com

KFin Technologies Limited

Unit: Greaves Cotton Limited

Selenium Tower B, Plot 31-32,
Gachibowli, Financial District, Nanakramguda,
Hyderabad-500032,

Toll Free No.: 1800 309 4001

Email: einward.ris@kfintech.com

SPECIAL WINDOW FOR RE-LODGMET OF TRANSFER REQUESTS OF PHYSICAL SHARES

SEBI Circular (2nd July 2025) permits a special window for re-lodgement of rejected physical share transfer request lodged before 1st April 2019, due to deficiency. Eligible shareholders must submit original transaction documents with corrections to the Company's RTA by 6th January 2026.

Thanking You,
Yours faithfully,

For Greaves Cotton Limited

Sd/-

Atindra Basu

Group General Counsel & Company Secretary

Membership No: F13799

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