



Ind-Swift Laboratories Limited

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100 days Campaign - “Saksham Niveshak”: July 28, 2025 to November 6, 2025 Update Your KYC Details and Claim Your Unpaid/Unclaimed Dividends

Dear Shareholder,

The Investor Education and Protection Fund Authority (IEPFA), Ministry of Corporate Affairs (MCA), has initiated a 100 Day Campaign titled “Saksham Niveshak” from **July 28, 2025 to November 6, 2025**, aimed at reaching out to shareholders whose dividends remain unpaid or unclaimed.

In alignment with this initiative, **Ind Swift Laboratories Limited** is participating in the campaign to assist shareholders in claiming their rightful entitlement, by creating awareness among shareholders to update their details and claim any unpaid or unclaimed dividends before they get transferred to the Investor Education and Protection Fund (IEPF).

Actionable for shareholders: It's important for shareholders to update their KYC details viz, PAN, Choice of Nomination, Contact details (Postal Address with PIN and Mobile Number), Bank A/c details and Specimen signature with the Registrar & Transfer Agent, Alankit Assignments Limited.

Since dividend on shares is only payable in electronic mode, dividend will only be credited in shareholder's bank account **AFTER** updating the above information / documents.

A. For Shareholders Holding Shares in Dematerialized Form

The shareholders holding shares in **dematerialized form** who have not claimed their dividend, can claim the same by updating or modifying their KYC details with their respective **Depository Participant (DP)**.

Please ensure your DP has your latest information so that dividend can be credited directly to your bank account.

B. For Shareholders Holding Shares in Physical Form

Please submit the following forms and documents to Alankit Assignments Limited:

- Form ISR-1: Filled and signed, with self-attested KYC documents
- Form ISR-2: Filled and signed, with banker's attestation of your signature + original cancelled cheque (with your name printed) or self-attested bank passbook/statement
- Form SH-13: For adding a nominee
- Form ISR-3: If you wish to opt out of nomination

The forms for can be downloaded from:

Company's website: <https://www.indswiftlabs.com/investor/shareholder-services/>

Alankit's Website: www.alankit.com

Modes of Dispatch:

- **By Post:** Send physical copies to Alankit Assignments Limited/ Unit: Alankit House| 4E/2 Jhandewalan Extension| New Delhi - 110055, INDIA

- **By Email:** From your registered email ID, send digitally signed documents to: vijayps1@alankit.com cc to company: investor@indswiftlabs.com

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We urge all the shareholders to take advantage of this opportunity and submit the necessary documents **before November 6, 2025** to avoid any future transfer of unclaimed dividends to the IEPF.

Computer No.284174
E-file no. 30/06/2025-IEPFA
Investor Education and Protection Fund Authority
Ministry of Corporate Affairs
Government of India

Ground Floor, Jeevan Vihar Building,
Sansad Marg, New Delhi-110001
Dated: 16/07/2025

To
The Nodal Officer

Subject: Request to Initiate 100 Days Campaign - "Saksham Niveshak" - for KYC and other related Updatons and Shareholder Engagement to Prevent Transfer of Unpaid/Unclaimed Dividends to IEPF- regarding

Dear Sir/Madam,

With reference to the meeting recently held with the Nodal Officers of stakeholder companies through video conference on April 28, 2025 regarding the organisation of *Niveshak Shivir* for facilitating the direct transfer of unclaimed/unpaid dividends to rightful claimants by companies.

The primary aim of this Shivir was to provide a platform for investors to:

- Resolve issues related to unclaimed dividends and shares.
- Update their KYC and nomination details.
- Promote transparency and investor empowerment by ensuring direct claims processing without third parties.

In this regard, as per Section 124(2) of the Companies Act, 2013 *"The company shall, within a period of ninety days of making any transfer of an amount under sub-section (1) to the Unpaid Dividend Account, prepare a statement containing the names, their last known addresses and the unpaid dividend to be paid to each person and place it on the web-site of the company, if any, and also on any other web-site of the company, if any, and also on any other web-site approved by the Central Government for this purpose, in such form, manner and other particulars as may be prescribed."*

File No. IEPFA-30/06/2025-100DAYS CAMPAIGN (Computer No. 284174)
Generated from eOffice by SAMIKSHA LAMBA, DGM(SL)_O/o DGM-IEPFA, DEPUTY GENERAL MANAGER,
INVESTOR EDUCATION AND PROTECTION FUND (IEPF) on 17/07/2025 12:32 pm

As per the provisions of Section 124(5) of the Companies Act, 2013 *"Any money transferred to the Unpaid Dividend Account of a company in pursuance of this section which remains unpaid or unclaimed for a period of seven years from the date of such transfer shall be transferred by the company along with interest accrued, if any, thereon to the Fund established under sub-section (1) of section 125 and the company shall send a statement in the prescribed*

100 Days Campaign Feedback Form for Record Updates

To monitor the progress of the record update campaign and ensure that shares and dividends do not get transferred to IEPF due to outdated or incorrect shareholder records.

Company Information

1. Company Name:

○ Name:

2. Campaign Contact Person:

○ Name:

○ Position:

○ Email:

○ Phone Number:

Record Update Status

3. Total Number of Shareholders who have unpaid or unclaimed dividend and shares not transferred to IEPF:

○ Total:

4. Total Shareholders with Updated Records (Address, Phone, Email, PAN, Bank Details):

○ Updated:

5. Total Shareholders Who Have Provided PAN Details:

○ PAN Details Provided:

6. Total Shareholders Who Have Updated Dividend Bank Details:

○ Bank Details Updated:

7. Total Shareholders Who Have Provided Nominee Details (if applicable):

○ Nominee Details Provided:

Campaign Monitoring and Communication

8. How was the campaign communicated to shareholders? (Check all that apply):

○ Company Email

○ SMS Alerts

○ Website/Portal Notifications

○ Social Media

- Other (Please specify):
- 9. **Was the communication strategy effective in reaching the intended shareholders?**
 - Yes
 - No
 - If "No", please provide suggestions for improvement:
- 10. **Number of Feedback or Inquiries Received from Shareholders:**
 - Total Feedback/Inquiries:
- 11. **Were there any challenges faced during the campaign?**
 - Yes
 - No
 - If "Yes", please describe the challenges:

General Monitoring

- 12. **Is the campaign progress on track as per the initial plan?**
 - Yes
 - No
 - If "No", what corrective actions are planned?
- 13. **Any other observations or suggestions for improving the campaign process?**
 - Comments:

Internal Review and Sign-off

- 14. **Campaign Coordinator's Review and Comments:**
 - Comments:
- 15. **Campaign Completion Status (as of today):**
 - On track
 - Delayed
 - Completed
 - Estimated Completion Date:

Declaration

I hereby confirm that the information provided in this form is accurate and reflects the current status of our record update campaign.

- Name:
- Position:
- Signature:
- Date:

This Action Taken form is structured for each company to monitor and update their internal progress on the 100 Days Campaign. It includes sections to track shareholder record updates, the communication process, and any challenges faced, along with feedback that can help improve the campaign's effectiveness.

Details of shareholders to be mentioned in below mentioned format:

[illegible]

Declaration

I hereby confirm that the information provided in this form is accurate and reflects the current status of our record update campaign.

- Name:
- Position:
- Signature:
- Date:

This Action Taken form is structured for each company to monitor and update their internal progress on the 100 Days Campaign. It includes sections to track shareholder record updates, the communication process, and any challenges faced, along with feedback that can help improve the campaign's effectiveness.