

**Letter of Undertaking to issue dividend  
(To be executed on ₹ 10/- Non Judicial Stamp Paper)**

To  
Sinclairs Hotels Limited  
Pressman House, 10A Lee Road,  
Kolkata 700020

I/We, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ by occupation \_\_\_\_\_,  
of (address) \_\_\_\_\_,  
\_\_\_\_\_, holding \_\_\_\_\_ equity shares under Folio  
No./DP ID & CL. ID \_\_\_\_\_ of Sinclairs Hotels Limited (hereinafter referred to as the  
“company”) request you to credit the unclaimed dividend directly to my/our bank account as detailed  
below for;

- (1) ₹ \_\_\_\_\_ for the year \_\_\_\_\_  
(2) ₹ \_\_\_\_\_ for the year \_\_\_\_\_  
(3) ₹ \_\_\_\_\_ for the year \_\_\_\_\_

issued to me/us earlier, which has been lost/not traceable and I/We undertake that the same has not been  
encashed by me/us. In case at a later date it is found that the original dividend warrant has been encashed,  
I/we undertake to refund the amount alongwith interest @ 15% p.a, till the date of payment.

| Bank Account Details of Sole/First Shareholder : ( for electronic credit of dividends ) |        |  |  |         |  |  |             |  |  |
|---|--------|--|--|---------|--|--|-------------|--|--|
| Name of the Bank  |        |  |  |         |  |  |             |  |  |
| Name of the Branch  |        |  |  |         |  |  |             |  |  |
| Account Number (as appearing in your cheque book)                                       |        |  |  |         |  |  |             |  |  |
| Account Type (Please tick as applicable)  | Saving |  |  | Current |  |  | Cash Credit |  |  |
| 9 Digit MICR Number (as appearing on the MICR<br>cheque issued by the bank)             |        |  |  |         |  |  |             |  |  |
| 11 Digit IFSC   |        |  |  |         |  |  |             |  |  |

I/we hereby undertake and engage for myself, my Executors, Administrators, and Assignees, to hold the  
Company, and the Directors and Officers thereof, harmless and indemnified against all suits, actions,  
proceedings, changes, damages, demands, cost, losses and expenses which may arise in the event of the  
said original Dividend Warrant(s) being paid or forthcoming at any future time, or otherwise in  
consequence of the Company transferring the said amount to my bank.

I/we solemnly affirm and declare that the above statement is true and correct to the best of my/our  
knowledge and belief.

Sole / First holder  
Name / Address / Signature of Shareholder(s)

Second Holder  
Name/Address/Signature of Shareholder(s)

Date :  
Place :

**Note:** This letter of undertaking should be duly attested by the Bank Manager or Notarized.