



## FORCE MOTORS LIMITED

CIN:L34102PN1958PLC011172

Registered Office: Mumbai Pune Road, Akurdi, Pune – 411 035.

Tel.: +91 20 27476381 Fax : +91 20 2747 3017

E-mail : [compliance-officer@forcemotors.com](mailto:compliance-officer@forcemotors.com)

Website : [www.forcemotors.com](http://www.forcemotors.com)

### GREEN INITIATIVE AND RECENT UPDATES

Dear Member,

Thank you for supporting our Green Initiative...!!

Since last few years, the Company has been sending notices of general meetings including Annual General Meeting (AGM), Annual Reports and all relevant communications / documents through electronic mode to all its members who have registered their e-mail address for the purpose. Please note that, the full texts of these documents are also available on the Company's website at [www.forcemotors.com](http://www.forcemotors.com)

To take this initiative forward, we request the members who have not yet registered their e-mail address, to register the same with us (in case of physical shares) or with the Depository Participant (in case of shares in demat). **Members holding physical shares may communicate the details mentioned in the Annexure at the overleaf of this letter** on the e-mail address [compliance-officer@forcemotors.com](mailto:compliance-officer@forcemotors.com) / [bhagavant.sawant@linkintime.co.in](mailto:bhagavant.sawant@linkintime.co.in) or by post to the Company's Registrar and Transfer Agent (RTA). Considering the potential for saving in paper and printing and timely communication, we are sure that you will subscribe to this noble 'Green Initiative'.

Further, in order to serve you better, we request all the members to consider the following recommendations of the Company:

**Furnish bank account particulars to the Company's RTA / Depository Participant (DP) of the member**  
Securities and Exchange Board of India (SEBI) has made it mandatory for all the listed companies to use approved electronic mode for making payments to its members. Accordingly, we request the members to provide the particulars of their bank account as mentioned in the Annexure, to the Company's RTA (in case of physical shares) or with their Depository Participant (DP) (in case of shares in demat). This would facilitate in receiving direct credits of dividends, refunds etc., from the Company and avoid postal delays and loss in transit of Dividend Warrants, etc.

#### **Consolidate multiple folios**

Members are requested to consolidate their shareholding held in multiple folios. This would facilitate one-stop tracking of all corporate benefits on the shares and would reduce time and efforts required to monitor multiple folios.

#### **Change of address**

Members are requested to update their latest and complete address to their folios.

Members holding shares in physical form may send a request letter, duly signed, giving the details of the new address along with Pin Code, to the Company's RTA. Members are requested to quote their folio number(s) and furnish proof of new address. If shares are held in dematerialised form, information about change of address needs to be sent to their concerned DP.

#### **Registration of nomination**

Members are advised to register their nominations in case of physical shares with the Company's RTA and in case of dematerialised shares with their respective DP. Nomination would help the nominees to get the shares transmitted in their favour without any hassles. Investors must ensure that nomination made is in the prescribed Form and must be witnessed in order to be effective. The Form may be downloaded from the Company's website [www.forcemotors.com](http://www.forcemotors.com) under the section "Shareholder Information".

### Claiming of unpaid dividends

As per notifications of the Ministry of Corporate Affairs dated 7th September 2016, the Company is required to transfer both, **dividends** which are unclaimed for seven years, and **the shares** in respect of which dividend is unclaimed for seven consecutive years, to the IEPF Authority. If any member has not claimed any of the previous dividends, he should approach the Company/ the RTA at the earliest.

With above set of recommendations, we aim to make members' experience hassle free. We request you to take benefit of the above initiatives.

### Details of Registrar & Transfer Agent (RTA):

Contact Person: Mr. Bhagavant Sawant  
Link Intime India Private Limited,  
Block No. 202, 2nd Floor, Akshay Complex,  
Near Ganesh Temple, Off Dhole Patil Road, Pune - 411 001.  
Phone: +91 20 26160084 / 26161629  
E-mail: bhagavant.sawant@linkintime.co.in

Thanking you,

For **Force Motors Limited**

Sd/-

**Kishore P. Shah**

Company Secretary and Compliance Officer

18th November 2016

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### ANNEXURE

**Members holding physical shares may send a communication containing the details mentioned herein below**

Secretarial Department  
Force Motors Limited  
Mumbai - Pune Road, Akurdi, Pune 411 035

Sub.: **Force Motors Limited – Updation of details**

Dear Sir,

I / We hereby register my/our e-mail address for receiving Annual Report, Notices and other communications/ documents from the Company through electronic mode and the bank details for direct credit of dividend as mentioned below:

Name of Sole / First Holder	
Folio No./DPID/Client ID	
E-mail address & contact number	
PAN	
Name of the Bank & Address : Bank Account No. : IFSC Code & MICR No. : (Please attach a cancelled cheque of above details)	

Date:     /     /

Signature of the First Holder