

22 November, 2016

Dear Shareholder,

**Transfer of Equity Shares of the Company to Investor
Education and Protection Fund (IEPF) Suspense Account**

It appears from our record that dividend warrants sent to you in respect of your shareholding have not yet been encashed by you for seven consecutive years from the Financial Year 2009-10. The relevant details of such dividend have been up-loaded on the Company's website: www.cesc.co.in. in the 'Investors' section under the 'Corporate Information' head.

In terms of the Companies Act 2013 and the Rules made thereunder, the above shares held by you are to be transferred to Investor Education and Protection Fund (IEPF) Suspense Account immediately after 6 December, 2016.

You are requested to lodge your claim **IMMEDIATELY** but not later than 3 December, 2016 for payment of the above dividends to you by using the attached format, failing which your shares will have to be transferred to IEPF Suspense Account immediately after 6 December, 2016, after following the applicable procedure.

It may also be noted that, even if the shares are transferred to IEPF Suspense Account, the same can be claimed back by you from IEPF Authority after following the prescribed procedure.

For any further communication / any query, please contact Mr. A. Chakravorty (+918584873784) or Mr. S. Chatterjee (+918584873785), officials of the Company, or the Company's Registrar and Transfer Agents M/s. Link Intime India Private Limited, 59C, Chowringhee Road, 3rd Floor, Kolkata – 700 020; Tel no : +91-33-2289 0540; Fax No : +91-33-2289 0539, E-mail : kolkata@linkintime.co.in, Website : www.linkintime.co.in.

You are welcome to communicate with us at the above Email ID also.

We invite your urgent attention to the matter.

Yours faithfully,

Sd/- S. Ghosh
General Manager (Secretarial & Estates)

Encl: