

# **Sundaram-Clayton Limited**

Regd. Office: "Jayalakshmi Estates",  
No.29 (Old No.8), Haddows Road, Chennai 600 006.

## **NOTICE OF RECORD DATE**

NOTICE is hereby given that pursuant to Section 154 of the Companies Act, 1956, the record date is fixed as Monday, the 12th October 2009, to determine the shareholders of the Company entitled for issue of bonus shares in the ratio of one new equity share of Rs.5/- each for every one equity share of Rs.5/- each held as approved by the shareholders at the forty-seventh annual general meeting of the Company held on 29th September 2009.

The bonus share certificates will be dispatched to those shareholders holding shares in physical form and in the case of shareholders holding shares in electronic form, the bonus shares will be credited to the respective demat account within the stipulated time.

By order of the board of directors  
Chennai V N Venkatanathan  
29th September 2009 Executive Vice-President (Finance) & Secretary

## **FORMAT OF OPTION FORM TO RECEIVE BONUS EQUITY SHARES IN ELECTRONIC FORM**

*(To be filled in by the shareholders, who hold shares in physical form only and would like to receive the bonus equity shares in electronic form)*

Date :

From:

To:  
Sundaram-Clayton Limited  
Shares Department  
22, Railway Colony III Street  
Mehta Nagar, Chennai 600 029

Dear Sirs,

Folio no. No of shares held:

This has reference to your circular dated 29th September 2009.

I/We am/are holding shares of Sundaram-Clayton Limited (SCL) as mentioned above.

I/We would like to receive my/our entire Bonus equity shares in electronic form (dematerialised form). I/We provide hereunder the particulars of my/our beneficiary account to enable you to credit the bonus shares to be issued by SCL:

Name of Depository	NSDL / CDSL
Name of the Depository Participant	
Depository Participant ID	
Beneficiary account no	

I/We understand that if the bonus shares issued by SCL cannot be credited to my/our beneficiary account for any reason whatsoever, I/we agree to receive the Bonus shares in physical form.

.....  
Signature of first Holder      Second Holder      Third Holder

1. All joint shareholders must sign the option form as per the specimen signatures registered with the Company.
2. In case of jointholding, the order of names of the jointholders appearing in the demat account should exactly match with the order of names of shareholders in the share certificate(s). Otherwise, a letter requesting for transposition of shares should be sent along with this application duly signed by all the shareholders.
3. In case of death of any jointholders, a photocopy of the death certificate duly notarised should be sent alongwith this application.
4. The abovementioned demat account details given in the option form may please be verified by your depository participant or a copy of the latest demat account statement containing all the abovementioned details may please be attached.

**This form should reach the Company on or before Saturday, 10th October, 2009 at Sundaram -Clayton Limited, Shares Department, 22 Railway Colony, III Street, Mehta Nagar, Chennai 600 029. Phone : 044-2374 1889 / 2374 2939.**

8 cm (w) x 24 cm (h)