

RIGA SUGAR CO. LTD. (IN LIQUIDATION)

The undersigned hereby calls upon the employees of Riga Sugar Co Ltd (Corporate Debtor) to share documents / information with the undersigned for the purpose of updating the records and to ascertain the sum due against retirement benefits (including gratuity payments) towards specified funds forming part of exclusions mentioned in Section 36 (4) (a) (iii) of the Insolvency and Bankruptcy Code, 2016. Section 36 (4) (a) (iii) is provided below for your ready reference:

“The following shall not be included in the liquidation estate assets and shall not be used for recovery in the liquidation:

(a) assets owned by a third party which are in possession of the corporate debtor, including –

....

(iii) all sums due to any workmen or employee from the provident fund, the pension fund and the gratuity fund;

“

Please share the following documents:

1. Latest updated KYC details (PAN card & Aadhar Card)
2. Bank Account details (1st page of bank passbook containing the details of Bank name, Bank account number & IFSC code and/or copy of cancelled cheque)
3. Details of claim, if any, submitted by you before the office of RP / Liquidator during the insolvency/liquidation period under the forms and times lines as provided under Insolvency & Bankruptcy Code 2016.
4. The Full & Final Pay Computation/Settlement slip as issued by the Riga Sugar Co Ltd (“company”/ “Corporate Debtor”) at the time of your superannuation/laid off/termination.
5. Relieving letter issued by the company on the last working day of yours at the Company
6. Letter for Handover of documents / information / assets of the company
7. Details of the advances and / or any other payment taken from the company or the erstwhile management (including those against gratuity, salary, PF, allowances, or any other benefit)
8. Details of last date of working (please don't get confused with the normative retirement date had the company been in operation).
9. Employee id card with the photo
10. Copy of last payslip issued by the company during the course of your employment
11. Appointment Letter issued by the company at the commencement of your employment

Further, in case of demise of any employee, their legal successors / heirs are requested to furnish a letter of authority and succession certificate and the same shall be notarized and approved by a gazetted officer / panchayat head.

In case the above details are not available / not applicable, please mention the same explicitly. Kindly ensure that all the documents submitted by you are self-attested and notarized. For ease of communication and updation of records, please also provide to us the following :

- (i) Your communication address.
- (ii) Your alternate email id (if any)
- (iii) You contact number

It is being clarified that the instant notice does not entail any admission of obligation/liability/claim of any amount due/ payable to you by the undersigned or the corporate debtor. Please also note that the instant communication does not, in any way whatsoever, serve as a mechanism for invitation of claims under IBC 2016. We reserve the right to call for/ seek any information, documents, details, explanation, etc. from you if needed.

The instant notice is being issued without prejudice to any and all rights that the Liquidator / Corporate Debtor may have under any law for the time being in force, including IBC, 2016.

S/d-

Neeraj Jain

Liquidator of M/s Riga Sugar Company Limited

(in Liquidation under Insolvency & Bankruptcy Code, 2016)

IBBI Regn.No.: IBBI/IPA-001/IP-P01067/2017-2018/11758

AFA Certificate No : AA1/11758/02/311225/107978

AFA Validity : December 31, 2025

Date : May 16, 2025

4, Synagogue Street, Suite 205, 2nd floor,

Facing Brabourne Road, Kolkata 700 001

E-mail: cirp.rigasugar@gmail.com / reachneerajjain@gmail.com

(Riga Sugar Co. Ltd. is under Liquidation Process of the Insolvency and Bankruptcy Code, 2016 vide Order dated April 11, 2023 of Hon'ble NCLT, Kolkata and Mr. Neeraj Jain has been appointed as Liquidator)