

Procedure for claiming dividend/shares from IEPF Authority

Instructions for claiming the shares from IEPF Authority Shareholders to follow Procedure for claiming equity shares transferred to Investors Education & Protection Fund Authority (IEPF)

1) Kindly refer to the link provided by the Company to IEPF website for filling up IEPF Form 5 <https://www.iepf.gov.in/IEPF/corporates.html>

Documents required to be submitted with Form IEPF-5

- (i) **Self-attested copy of Form IEPF-5** filed with IEPF Authority. If joint holders are involved, the said Form should be signed by all the joint holders.
- (ii) Copy of **Acknowledgement** generated after uploading Form IEPF-5 with IEPF Authority.
- (iii) Original **Indemnity Bond** (auto generated after uploading Form IEPF-5 with IEPF Authority), with signature of all claimants and witnesses. Requirement of non-judicial stamp paper for Indemnity Bond is as below:
 - a) In case of claim of only dividend amount:
 - If dividend amount is less than Rs. 10,000, Indemnity Bond can be executed on a plain paper.
 - If dividend amount is Rs. 10,000 or more, non-judicial stamp paper of appropriate value as prescribed under Stamp Act according to State.
 - b) In case of claim of shares and dividend both, non-judicial stamp paper of appropriate value as prescribed under Stamp Act according to State.
- (iv) Original **Advance Stamped Receipt** (auto generated after uploading Form IEPF-5 with IEPF Authority), duly filled, with signature of all claimants and witnesses and after affixing revenue stamp of Re. 1.

Note: In case of NRIs, the Original Indemnity Bond and Advance Stamped Receipt (auto generated after uploading Form IEPF-5 with IEPF Authority), with signature of all claimants and witnesses, duly apostilled as per Hague Convention will be required.
- (v) **KYC documents:**
 - a) In case of Indian Citizen - Self-attested copy of PAN Card and Aadhar Card.
 - b) In case of NRIs - Self-attested copy of: Passport OR Overseas Citizen of India (OCI) Card issued by Ministry of Home Affairs (MHA) OR Person of Indian Origin (PIO) Card, duly apostilled as per Hague Convention.
- (vi) **Original Share Certificates**, if shares held in physical form are being claimed.
- (vii) **Transaction Statement** of your demat account showing debit/ transfer of shares to IEPF, duly self-attested by all the claimants and attested by the Depository Participant.
- (viii) **Original cancelled Cheque leaf**. In case, Cheque leaf doesn't have Name, Bank and Branch Name, IFSC Code etc. printed on it, copy of passbook, duly attested by the Bank (Details of Bank account - Aadhar linked).
- (ix) **Copy of Client Master List (CML) of Demat Account** of the Claimant(s), attested by all the Claimants and by the Depository Participant.

Additional Documents in case of Name mismatch

- (x) In case the claimant's name as per Company's record is not matching with any of the documents such as PAN Card, Aadhar Card, Passport, cancelled cheque leaf, CML, etc., the following documents will be required:
- a) An affidavit (duly notarised) explaining the above deviation, on non-judicial stamp paper of appropriate value as prescribed under Stamp Act according to State; and
 - b) Marriage certificate, Gazette notification etc., if applicable.

Additional Documents in case of Address mismatch

- (xi) In case the claimant's address as per Company's record is not matching with any of the documents such as Aadhar Card, Passport, Copy of Bank Passbook, CML, etc., the following documents will be required:
- a) An affidavit (duly notarised) explaining the above deviation, on non-judicial stamp paper of appropriate value as prescribed under Stamp Act according to State; and
 - b) Proof of Old as well as New address, duly self-attested by the claimants.

Additional Documents in case Original share certificate lost/ misplaced/ not available

- (xii) In case of loss of original share certificate:
- a) Notarised copy of FIR / Police Compliant containing information of security holder, holding details, folio number and distinctive numbers of shares.
 - b) Surety Affidavit of value equal to market value of shares as on date of execution along with identity proof like PAN Card of sureties duly attested by Notary.
 - c) Indemnity bond by security holder on a non-judicial stamp paper of requisite value duly attested by Notary, by the person in whose name the original share certificates are being issued that he has not sold/ disposed-off the involved shares or acted in any manner by which any interest of third party would have been created.

Note: Company will publish the requisite advertisement for loss of share certificate, in at least one English language national daily newspaper having nationwide circulation and in one regional language daily newspaper published in the place of registered office of company.

Additional Document in case Joint holder is deceased

- (xiii) In case any Joint holder is deceased, Notarised Copy of Death certificate.

Additional Documents in case of Transmission of shares

(xiv) In case the Claimant is the legal heir / representative of the Deceased Person, Transmission Form along with following documents:

(i) **Where nomination is registered:**

- ✓ Duly signed transmission request form by the nominee.
- ✓ Original or copy of death certificate(s) duly attested.
- ✓ Self-attested copy of PAN card.
- ✓ Original share certificate(s) (Physical Mode)/ Copy of transaction statement duly certified by Depository Participant (DEMA T Mode).
- ✓ Any other Government ID proof of the nominee.

(ii) **Where nomination is not registered** [in addition to the documents specified at para (i)]:

✓ Affidavit from all the legal heirs made on appropriate non-judicial stamp paper - to the effect of identification and claim of legal ownership to the securities.

Note: In case the legal heir(s) or claimant(s) is named in the succession certificate or probate of will or Letter of Administration, an Affidavit from such legal heir(s) or claimant(s) alone.

✓ **For value of securities up to Rs. 2,00,000 (Rs. 2 lakh only)** per issuer company as on date of application, one or more of the following documents:

(a) Succession certificate or probate of will or letter of administration or court decree, as may be applicable in terms of Indian Succession Act, 1925.

(b) In the absence of the documents as mentioned at (a) above,

(i) No objection certificate from all legal heir(s) executed by all the legal heirs of the deceased holder not objecting to such transmission (or) copy of Family Settlement Deed duly notarized and

(ii) An Indemnity bond made on appropriate non-judicial stamp paper - indemnifying the ST A or Issuer Company.

✓ **For value of securities more than Rs. 2,00,000 (Rs. 2 lakh only)** per issuer company as on date of application:

(a) Succession certificate or probate of will or will or letter of administration or court decree, as may be applicable in terms of Indian Succession Act, 1925.