

PROCESS FOR CLAIMING SHARES/UNCLAIMED DIVIDEND TRANSFERRED TO IEPF

The procedure to be followed by shareholders for claiming refund of shares and/or unclaimed dividends that have been transferred to the Investor Education and Protection Fund (IEPF) pursuant to the provisions of the Companies Act, 2013.

Step-by-Step Procedure

1. Verify whether the shares/dividends have been transferred to the IEPF by checking the details available on the Company's website as mentioned below and the IEPF Authority website- <https://www.iepf.gov.in/>
2. Download and complete Form IEPF-5 from the IEPF portal.
3. Submit the online Form IEPF-5 and note the acknowledgement number generated upon submission.
4. Print the duly filled Form IEPF-5 along with the acknowledgement.
5. Send the signed documents and supporting records to the Registrar and Share Transfer Agent (RTA) of the Company at: MUFG Intime India Pvt. Ltd, "Surya" 35, Mayflower Avenue, Behind Senthil Nagar, Sowripalayam Road, Coimbatore-641028
6. Provide supporting documents such as PAN, Aadhaar, client master list, cancelled cheque, indemnity bond, advance receipt, share certificate (if applicable), and other documents as required.
7. The Company will verify the claim and submit its verification report to the IEPF Authority.
8. Upon satisfactory verification, the IEPF Authority will process the claim and transfer the shares/dividend amount to the claimant.

Indicative Documents Required

- Copy of PAN card
- Copy of Aadhaar card or valid identity proof
- Client Master List (for demat account)
- Cancelled cheque bearing claimant's name
- Original share certificate(s), if available
- Indemnity Bond (as prescribed)
- Advance Receipt duly signed
- Acknowledgement of Form IEPF-5
- Any additional document sought by the Company/IEPF Authority

Important Notes

The claimant must ensure that all information furnished in Form IEPF-5 matches the records available with the Company and depositories. Any discrepancy may result in delays in processing the claim. The IEPF Authority may seek additional documents or clarifications before approving the refund.