

## PROCEDURE FOR CLAIMING BACK THE SHARES FROM IEPF AUTHORITY ACCOUNT

Shareholder can claim from IEPF Authority both unclaimed dividend amount and the shares transferred to IEPF Demat Account.

1. By making an application in **e-Form IEPF-5** online on the website <http://www.iepf.gov.in/IEPFA/corporates.html> along with specified fees; Instructions for filling the form is given in the instruction kit of e-Form IEPF-5. and
2. Sending the physical copy of such application, alongwith annexure as per list enclosed, duly signed by all the joint holders [as per registered specimen signature(s)] along with requisite documents enumerated in the said **e-Form IEPF-5** to the Company at its **Investor Service Cell at E-212, Kitchlu Nagar, Ludhiana-141001** for verification of your claim.
3. The IEPF Authority shall decide to pay the unclaimed dividend amount and transfer the shares back to the credit of your account based on the verification report submitted by the Company.
4. The IEPF Rules and the e-Form IEPF-5 are available on the website of the Ministry of Corporate Affairs at [www.iepf.gov.in](http://www.iepf.gov.in).

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**LIST OF ANNEXURES TO BE ATTACHED WITH APPLICATION BY THE SHAREHOLDERS**

<b>S No</b>	<b>List of Annexure</b>	<b>Documents</b>	<b>Remarks</b>
1	Annexure I	Self Attested copy of e-Form IEPF-5	If case of joint holder, all the holders are required to sign the e-Form IEPF-5 as per registered specimen signature(s).
2	Annexure II	Acknowledgement Receipt of e-Form IEPF-5	As generated against the SRN on MCA Portal after filing of e-Form IEPF-5.
3	Annexure III	Indemnity Bond	In case of Shares & Dividend amount more than INR 10,000/-, Indemnity bond is required on Non Judicial Stamp Paper with amount of stamp duty to be paid as per state laws. Also, both dividend amount and shares to be clearly filled as applicable. In case of joint holding; to be signed by all the holders. <b>[Format as per instruction kit of e-Form IEPF-5]</b>
4	Annexure IV	Advance Receipt	Duly filled as per latest format and both dividend amount and shares to be clearly filled as applicable. In case of joint holding; to be signed by all the holders. <b>[Format as per instruction kit of e-Form IEPF-5]</b>
5	Annexure V	Proof of Entitlement (Original Share Certificate, Dividend Warrant, Letter of Entitlement & Letter from Registrar and Transfer Agent)	<ul style="list-style-type: none"> <li>• Dividend warrant or self-attested copy of share certificate in case of claiming Unpaid/Unclaimed Dividend.</li> <li>• Original share certificate &amp; Letter from Registrar &amp; Transfer Agent of company duly verified by Nodal Officer for shares &amp; any Unpaid/ Unclaimed Dividend transferred to IEPF. (in case shares held in Physical form).</li> <li>• Letter from Registrar &amp; Transfer Agent, if shares held in Demat form for share and Unpaid/ Unclaimed Dividend transferred of IEPF, duly verified by Nodal Officer.</li> <li>• Letter from Registrar &amp; Transfer Agent is mandatory in every case of shares &amp; dividend, duly verified by Nodal Officer.</li> <li>• In case of transmission/ legal heir/ successor/ nominee, the applicant shall ensure that the transmission process is completed before filing any claim as required under Rule 7(8) of IEPF Rules, 2016. Further, the company shall issue a letter of entitlement as per Rule 7(9) of IEPF Rules, 2016 in case the request for transfer/ transmission is received after transfer of shares to IEPF Authority.</li> </ul>
6	Annexure VI	Self Attested copy of Aadhaar Card/ Passport (OCI and PIO card in case of	In case of Joint holding, Self Attested copy of Aadhaar card of all the holders.
7	Annexure VII	Self Attested copy of Pan Card	In case of Joint holding, Self Attested copy of Pan Card of all the holders.

<b>S No</b>	<b>List of Annexure</b>	<b>Documents</b>	<b>Remarks</b>
8	Annexure VIII	Self Attested copy Client Master List	In case of Joint holding, Self Attested copy of Client Master List by all the holders or NOC from other holders, in case Individual demat account enclosed.
9	Annexure IX	Original Cancelled Cheque leaf	It must bear name of claimant; alternately attach self attested copy of passbook with Cancelled Cheque Leaf.
10	Annexure X	Other Optional Documents: In case of Death of holder, Transmission, transfer, NoC, Affidavit	In case death of holder- Death Certificate. In case of individual Demat Account- NOC from other holders. In case of change in name and address from corresponding documents - Affidavit for change in name and Address with necessary documents.

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