PROCEDURE FOR CLAIMING SHARES TRANSFERRED TO INVESTOR EDUCATION AND PROTECTION FUND (IEPF)

[Pursuant to Section 124 of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 (IEPF Rules)]

Members of the Company can claim shares which have been transferred to IEPF Authority by following below process:

A) Apply for Entitlement Letter from Company/RTA through E-mail at einward.ris@kfintech.com & GPUIL.CS@gmrgroup.in

Step 1: Submit request letter to KFIN Technologies Limited (RTA) ***(refer Note 1)*** along with self-attested copy of documents. ***(refer Note 2)***

Step 2: Submitted documents shall be scrutinized by RTA.

Step 2a: If the **documents are in order**, as per IEPF Rules, the RTA shall issue the Entitlement Letter.

Step2b: In case the **submitted documents contain discrepancies-**

i. RTA shall communicate discrepancies to the Claimant and return the documents.

ii. Claimant to rectify the discrepancies and resubmit the documents.

iii. If the resubmitted documents are in order, as per the IEPF Rules, the RTA shall issue Entitlement Letter.

B) Post obtaining Entitlement letter submit web form IEPF-5

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Step 3: Visit MCA Portal (www.mca.gov.in) > Go to MCA services > IEPF Related Services > IEPF5 web form . Fill webform and upload complete set of documents along with self-attested Entitlement letter. Download the filled Form IEPF 5.

Step 4: Dispatch the self attested copy of Form IEPF 5, Entitlement Letter and documents referred in ***(Note 2)*** to the Company/RTA through Post or courier.

Step 4a: Send Soft Copies of all the documents in Step 4 to RTA.

C) Scrutiny of Form IEPF 5

Step 5a: On receipt of documents stated in Step 4 and confirmation from RTA, the Company shall file Verification report (EVR) with IEPF Authority **approving** the claim.

Step 5b: In case of non-receipt of documents stated in Step 4, the Company shall file EVR with IEPF Authority **rejecting** the claim.

Step 6a: IEPF Authority, may approve the claim. ***(Refer Note 3)***

Step 6b: IEPF Authority may request a resubmission of an EVR by notifying the Claimant to provide clarification or additional documents, marking a copy to the Company.

Step 6c: The claimant to provide clarification/ additional documents within fifteen days from date of communication from the IEPF Authority.

Step 6d: IEPF Authority may reject the claim.

Step 7a: Claimant to submit clarification or additional documents within fifteen days to enable Company to resubmit the EVR.

Step 7b: Claimant to again follow Steps 1 to 4.

Notes:

1) Name and Address:

Registrar and Transfer Agent (RTA)
KFIN Technologies Limited **Address:** Selenium Building, Tower-B, Plot No 31 & 32, Financial District, Nanakramguda, Serilingampally, Hyderabad, Rangareddy, Telangana India - 500 032. **Telephone:** + (040) 6716 2222 **Email**: einward.ris@kfintech.com

Self-attested copies of documents for obtaining Entitlement letter should be sent in an envelope marked as "Claim for refund from IEPF Authority" for verification.

2) Documents to be submitted for issue of Entitlement letter:

- Copies of Aadhaar Card of the claimant and joint holders if applicable.
- Copy of Passport, Overseas Citizenship of India (OCI) card and Person of Indian Origin (PIO) card in case of foreigners and Non-Resident Indian (NRI).
- Copy of Client Master List (CML) of Demat A/c of the claimant.
- Proof of entitlement (Certificate of share, Application No./Statement of transaction etc.) as applicable.
- Self-attested copy of PAN card to verify the PAN details mentioned in the web form IEPF-5.
- Original cancelled cheque leaf:
  - ➢ Single holder: bearing name of the claimant
  - ➢ Joint holder: bearing names of both the holders or one of the holder along with 'no objection letter' from another holder.
- Any other documents, as may be needed in case of transmission or loss of share certificates, if applicable (Additional document to be provided as per instructions given in help kit for web form IEPF 5)

3) On approval of IEPF 5 claim

Claimant shall follow up with IEPF Authority directly for release of shares. The Company has no control over the release of shares transferred to IEPF Authority.

Important points to be noted:

➢ **Helpdesk IEPF Authority:**

Contact number	14453
Address	Ground Floor, JeevanVihar Building, 3, Sansad Marg, New Delhi – 110001
For any grievance, please mail to iepf@mca.gov.in	

- Investors are informed that after verification of the documents submitted and in case of change in signature / non-availability of signature / inability to sign due to old age or health problem / difference in name / requirements related to enhanced due diligence, additional documents will be called for, viz. Affidavit, Government Gazette, proof of identity / address, PAN and bank details, and such other additional procedures / documents, as applicable.

- Please note that in case of non-receipt of documents by IEPF Authority after the expiry of sixty days from the date of filing of web form IEPF-5, IEPF Authority may reject web form IEPF-5, after giving an opportunity to the claimant to furnish response within a period of fifteen days from date of receipt of letter from IEPF Authority.