Procedure for claiming Dividend and Shares from IEPF Authority

Any shareholder of the Company, whose shares, unclaimed or unpaid dividend amount has been transferred by the Company to IEPF Authority 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), can claim shares or unclaimed dividend amount from IEPF Authority.

Shareholder to obtain Entitlement from the Company Letter before submitting IEPF 5 claim form

Step1: Shareholder to visit the website of IEPF Authority (https://www.iepf.gov.in/IEPF/refund.html) and submit self-attested list of documents as per the IEPF help kit (including the joint holder/s) to the registered office of Tata Consultancy Services Limited ("TCS"), Mumbai addressed to the Nodal officer. *(Refer Note 1 and 2)*

Step 2: The documents shall be verified by the Company in consultation with Registrar and Transfer Agents (RTA)-Link Intime India Private Limited.Based on scrutiny of documents, there are two possibilities
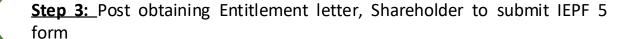
Step 2a: The Company shall issue the entitlement letter, if the documents are in order, as per requirements of the IEPF Rules.

Step 2b: RTA shall communicate discrepancies and return the set of documents
Step 2c: Shareholder to rectify and resubmit the documents
Step 2d: Once the documents are in order as per the IEPF Rules, the Company shall issue the Entitlement letter.

Step 3: Post obtaining Entitlement letter, Shareholder to submit IEPF 5 form

Step 4: Shareholder to visit the website of IEPF Authority (https://www.iepf.gov.in/).Fill up online Form IEPF 5 and upload the complete set of documents along with the self-attested Entitlement letter

Step 5: Shareholder to take print the IEPF form 5, acknowledgement (Service Request Number(SRN)) and Entitlement Letter and submit signed copies to the Company *(Refer Note 1)*

Step 6a: On receipt of self-attested copy of IEPF 5 Form, SRN and Entitlement letter Company shall file e-Verification report (EVR) with IEPF Authority approving the claim

Step 6b: If Company does not receive self-attested copy of IEPF 5 form, SRN and Entitlement letter Company shall file EVR with IEPF Authority rejecting the claim

Step 7a: IEPF Authority, may approve the claim *(Refer Note 3)*

Step 7b: IEPF Authority may mark the EVR for resubmission seeking clarification or additional documents and send e-mail intimation of discrepancy to the Shareholder coping the Company

Step 7c: IEPF Authority may reject the claim

Step 8a: Shareholder to submit clarifiation or additional document within a week's time to enable Company to resubmit the EVR

Step 8b: Shareholder to follow Steps 1 to 5 once again

Notes:

1) **Name and address of Nodal Officer:**

   Mr. Yashaswin Narendra Sheth,

   Tata Consultancy Services Limited,

   9th Floor, Nirmal Building,

   Nariman Point, Mumbai -400021

   Self-attested copies of documents for obtaining Entitlement letter should be sent to the Nodal officer 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 De-mat A/c of the claimant.
   - Proof of entitlement (Bonds/Debentures/Fixed Deposit receipts/Certificate of share/Interest warrant/Dividend warrant, Application No./Statement of transaction etc.) as applicable.
   - Indemnity bond (IB) to be executed on Non judicial stamp paper (format to be obtain from RTA of the Company)
     Please note: IB to be executed within 6 months from date of purchase of Non judicial stamp paper.
   - Self-attested copy of PAN card to verify the PAN details mentioned in the 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 to be accompanied with 'no objection letter' from another holder.
   - Original Share certificate for Shareholder holding shares in physical form.
   - Any other document 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 eform IEPF 5)

3) **If the claim is approved the IEPF Authority shall:**

   - Credit the Dividend amount to the claimants' Aadhaar linked bank account through electronic transfer when the IEPF claim is for Dividend.
   - Credit the Dividend amount to the claimants' Aadhaar linked bank account and credit the shares to Demat account, when IEPF claim is for Dividend and Shares

   Once the Claim is approved, Shareholder is required to follow up with IEPF Authority for release of shares and dividend, the Company does not have any control over release of shares/dividends by IEPF Authority.

Helpdesk of the IEPF Authority is provided as follows:

Contact number	1800 114 667
E-mail ID	iepfgrievances@mca.gov.in
Address	Ground Floor, JeevanVihar Building, 3, Sansad Marg, New Delhi – 110001

4) Important points to be noted:

➢ 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 ninety days from the date of filing of Form IEPF-5, IEPF Authority may reject Form IEPF-5, after giving an opportunity to the claimant to furnish response within a period of thirty days from date of receipt of letter from IEPF Authority.