

## **PROCEDURE TO CLAIM SHARES AND/OR DIVIDENDS TRANSFERRED TO IEPF**

### **Transfer of Unclaimed Dividend:**

Pursuant to the provisions of Section 124 of the Companies Act, 2013 and the rules made thereunder, the Company has transferred unclaimed dividend amount to the Investor Education and Protection Fund (IEPF) which is not claimed by the shareholders for a period of 7 years.

The details of shareholders whose unclaimed Dividend is transferred to Investor Education and Protection fund is available on the website of the Company.

### **Compulsory transfer of Equity Shares to Investor Education and Protection Fund Authority, Ministry of Corporate Affairs Account:**

Pursuant to the provisions of Section 124 and 125 of the Companies act, 2013 and the rules made thereunder, the Company has transferred the shares of a shareholder, who has not claimed dividends for a continuous period of 7 years to Investor Education and Protection fund Authority (IEPF).

The details of shareholders whose shares are transferred to Investor Education and Protection Fund Authority, Ministry of Corporate Affairs Account is available on the website of the Company.

### **Procedure for claiming shares and dividend amounts from the Investor Education and Protection Fund Authority:**

1. Applicant has to open a Demat Account with any of the depository as shares will be released by the IEPF Authority only in the Demat Account of the claimant. (Ignore if already opened)
2. Download e-Form IEPF-5 from the website of IEPF (<http://www.iepf.gov.in>).  
Read the instructions provided on the website/instruction kit along with the e-form carefully before filling the form.
3. Fill the required fields in e-Form IEPF-5 and after filling the form, save it and submit the duly filled form by following the instructions given in the upload link on the website.
4. On successful uploading of the e-Form on MCA Portal, an Acknowledgement (Challan) bearing the SRN will be generated. Please save the Acknowledgement (Challan) and note the SRN for future tracking of the e-form.
5. Take a printout of the duly filled e-Form IEPF-5 and the Acknowledgement (Challan) issued after uploading the e-form.

6. List of Annexures to be attached to process the IEPF Claim are as follows:

Sr. No.	List of Annexures	Documents	Remarks
1	Annexure I	Self-Attested copy of e-Form IEPF-5	In case of joint holders, all the holders are required to sign e-Form IEPF-5
2	Annexure II	Acknowledgement (Challan) Receipt	As generated against the SRN on MCA portal after filing of e-Form IEPF-5
3	Annexure III	Indemnity Bond (for format and stamp duty refer to instruction kit)	In case of Shares & Dividend amount more than Rs. 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.
4	Annexure IV	Advance Receipt (for format and stamp duty refer to instruction kit)	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.
5	Annexure V	Proof of Entitlement (Original Share Certificate, Dividend Warrant, Original Bond Certificate, Matured Deposit, 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 the Company duly verified by Nodal Officer for shares and any Unpaid/Unclaimed Dividend transferred to IEPF. (In case of shares held in physical form)</li> <li>• Letter from Registrar &amp; Transfer Agent, if shares are held in Demat form for shares and any Unpaid/Unclaimed Dividend transferred to IEPF, duly verified by Nodal Officer.</li> <li>• Letter from Registrar &amp; Transfer Agent is mandatory in every case of shares and 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</li> </ul>

			transfer/transmission is received after transfer of shares to IEPF Authority.
6	Annexure VI	Self-Attested copy of Aadhaar Card/Passport (OCI and PIO card in case of Foreigners/NRIs)	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.
8	Annexure VIII	Self-Attested copy of Client Master List	In case of joint holding, Self-Attested copy of Client Master List of 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 of death of holder- Death Certificate In case of Individual Demat Account- NOC from other holders. In case of change in name & address from corresponding Documents- Affidavit for change in Name & Address with necessary documents.

**Contact Details of Nodal Officer:**

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Designation: Company Secretary & Compliance Officer

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