

PROCEDURE FOR CLAIMING UNPAID DIVIDEND AMOUNT AND SHARES WHICH WAS TRANSFER TO THE INVESTOR EDUCATION AND PROTECTION FUND (IEPF)

1. Shareholders, whose shares, unclaimed dividend amount, etc. has been transferred to the Investor Education and Protection Fund, may claim by making an application in Form IEPF-5.
2. The claimant shall send the copy of IEPF-5 duly signed by him along with the following requisite documents to the concerned company at its registered office for verification of his claim.
 - Copy of Acknowledgement
 - Indemnity Bond
 - Advance Stamped Receipt
 - Copy of Aadhar
 - Cancelled Cheque
 - Original Certificate
 - Proof of entitlement
 - Copy of Passport, OCI and PIO card in case of foreigners and NRI) as enumerated in Form IEPF-5.
3. One claim is filled (as per procedure defined on the website www.iepf.gov.in) The company shall within 15 (fifteen days) of receipt of claim form, send a verification report to the IEPF Authority as per the format specified by the Authority along with all documents submitted by the claimant.
4. After verification of the entitlement of the claimant:
 - **to the amount claimed:** the IEPF Authority and then Drawing and Disbursement Officer of the Authority shall present a bill to the Pay and Accounts Office for e-payment as per the guidelines.
 - **to the shares claimed:** the IEPF Authority shall issue a refund sanction order with the approval of the Competent Authority and shall either credit the shares which are lying with depository participant in IEPF Suspense Account Sumeet Industries Limited to the demat account of the claimant to the extent of the claimant entitlement or in case of the physical certificates, if any, cancel the duplicate certificate and transfer the shares in favour of the claimant.
5. The IEPF **Authority** shall, in its records, cause a note to be made of all the payments made.
6. **Time Period:** An application received for refund of any claim duly verified by the concerned company shall be disposed of by the Authority within 60 (sixty days) from the date of receipt of the verification report from the company, complete in all respects and any delay beyond sixty days shall be recorded in writing specifying the reasons for the delay and the same shall be communicated to the claimant in writing or by electronic means.
7. In cases, where the application is incomplete, a communication shall be sent to the claimant by the Authority detailing deficiencies of the application.
8. In case, the claimant is a legal heir or successor or administrator or nominee of the registered security holder, he has to ensure that the transmission process is completed by the company before filing any claim with the Authority.
9. The claimant shall file only one consolidated claim in respect of a company in a financial year.