

## PROCEDURE FOR CLAIMING DIVIDEND AND SHARES FROM IEPF AUTHORITY

Shareholders 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, may claim shares or unclaimed dividend amount from IEPF Authority. The process of claiming refund of dividend/shares so transferred from the IEPF Authority has been listed below:

Step 1: Shareholder may visit the IEML's website or contact the Company or its Registrar and Transfer Agent of the Company i.e. Kfin Technologies Pvt. Limited and obtain details of dividend entitlement and shares transferred to IEPF Authority.

Step 2: Visit the website of IEPF Authority (<http://www.iepf.gov.in>), and download Form IEPF –5. Read the instructions provided on the website/instruction kit along with the e-form carefully before filling the form.

Step 3: After filling the form save it on your computer and submit the duly filled form by following the instructions given in the upload link on the website. On successful uploading an acknowledgement will be generated indicating the SRN. Please note the SRN for future tracking of the form.

Step 4: Then take print of the e-form IEPF – 5. Submit original application with the indemnity bond in original, copy of acknowledgement and self-attested copy of e-form along with the other documents as mentioned in the Form IEPF-5 duly self-attested (including the joint holder) to the Registered office of India Exposition Mart Ltd. addressed to the Nodal officer of the company in an envelope marked "Claim for refund from IEPF Authority"

Step 4- Company will then verify the details of claim and various documents submitted by the shareholder and thereafter will submit the original documents with enclosures received from the shareholder with Verification Report to IEPF Authority.



Step 5: Based on the Verification Report and the documents submitted by IEML, IEPF Authority, would:

- Approve the claim :

➤ To the <b>amount</b> claimed, IEPF authority shall release the claim in favor of claimants' Aadhaar linked bank account through electronic transfer	➤ To the <b>shares</b> claimed, IEPF authority shall issue a refund sanction order with the approval of the competent authority and shall credit the shares to the DEMAT
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- Require the shareholder to resubmit the required documents in case of any discrepancy/deviation.



Step 6: In case IEPF Authority requests the shareholder to resubmit any documents, shareholders to forward the required documents to the Nodal Officer. On receipt of the revised documents from the shareholder, Nodal Officer would forward the revised Verification Report to IEPF Authority for settlement of the claim of the shareholder  
In case the claim is rejected by the IEPF Authority, the shareholder to follow the Step 1-5 stated above.

## Frequently Asked Questions

### Q1. How to gain information about the dividend/ shares transferred to IEPF account?

A1. Details of the dividend/ shares so transferred to IEPF can be availed through any of the below options:

- i) Details of the shares liable to transfer to IEPF Fund are uploaded on the website of the Company ([www.indiaexpomart.com](http://www.indiaexpomart.com)) under the head “**Investor Relations**”.
- ii) Request for details of shares/ dividend can be availed/confirmed from the Company at:

Ms. Anupam Sharma  
Company Secretary  
Mobile No. 9717790687  
Email : [cs@indiaexpocentre.com](mailto:cs@indiaexpocentre.com)

Address: India Exposition Mart Ltd.  
Plot No. 23 –25 & 27- 29,  
Knowledge Park - II  
Gautam Budh Nagar,  
Greater Noida – 201306

- iii) Details can also be availed/confirmed from the Registrar and Transfer Agent of the company at:

KFin Technologies Private Limited  
Selenium Tower B, Plot No 31 & 32, Gachibowli, Financial District,  
Nanakramguda, Serilingampally  
Hyderabad – 500 032  
P : +91 040 67161604

Email ID: [Hanumantha.patri@kfintech.com](mailto:Hanumantha.patri@kfintech.com), [www.kfintech.com](http://www.kfintech.com)

### Q2. What are the documents required?

A2. Following documents are required to be submitted:

#### After making an application in Form IEPF-5, claimant shall send duly signed

- i. original physical share certificate,
  - ii. original indemnity bond,
  - iii. deposit certificate,
  - iv. debenture certificate, as the case may be, along with Indemnity Bond,
  - v. Advance Receipts, with signature of claimant and two witnesses. A revenue stamp is to be affixed and cancelled, preferably by signature of the claimant across the stamp.
- (The format for indemnity bond and Advance Receipt are given the website of IEPF Authority: <http://www.iepf.gov.in/IEPF/refund.html> as part of the IEPF-5 instructionkit)*

- vi. d. Copy of Client Master List
- vii. e. Copy of Aadhaar Card
- viii. f. Copy of PAN Card
- ix. g. Copy of Passport, OCI and PIO card in case of foreigners and NRI
- x. h. Original Cancelled Cheque leaf
- xi. In case any joint holder is deceased, notarised copy of death certificate to be attached
- xii. j. Other optional documents, (if any)

Note: All the above documents in points viii to xiii are required to be self –attested by claimant and joint holder (if any).

Xiii Any other document, as may be specified in the form.

**If claimant is a legal heir or successor or administrator or nominee of the registered share holder, the claimant shall additionally ensure submission of self-attested scanned copy of all documents detailed in along with Form IEPF-5**

- i. Aadhaar Card of the claimant and if joint holders are there, copy of Aadhaar card of all joint holders.
- ii. Passport, OCI and PIO card in case of foreigners and NRI.
- iii. Client Master List of De-mat A/c of the claimant.
- iv. Proof of entitlement (Bonds/Debentures/Fixed Deposit receipts/Certificate of share/Interest warrant/ Dividend warrant, Application No. / Statement of transaction etc.
- v. Notarized copy of death certificate, if any.
- vi. Notarized succession certificate/Probate/Will, if any.
- vii. No Objection Certificate from other holder, if any.
- viii. Affidavit in form of surety, if any.

**In case of loss of securities held in physical form, one has to ensure submission of self-attested scanned copy of following documents online with the Form IEPF 5–**

- i. Notarized copy of FIR/ Police Complaint containing information of security holder, holding details, folio number and distinctive numbers of share certificate.
- ii. Surety Affidavit of value equal to market value that of shares as on date of execution along with his proof of identity like Pan Card of sureties duly attested by Notary.
- iii. Indemnity bond by security holder on a non-judicial stamp paper of requisite value duly attested by Notary Public by the person, in whose name the original share certificate are being issued that he has not sold/ disposed off the involved shares or acted in any manner by which any interest of third party would have been created.
- iv. Copy of advertisement issued in at least one English language national daily newspaper having nationwide circulation and in one regional language daily newspaper published in the place of registered office of company, if the market value of the shares is greater than Rs. 10,000.

### **Q. 3. What is the required value of the stamp paper for the indemnity bond?**

**A. 3.** In case of refund of dividend amount of Rs. 10,000 or more and/or market value of shares, non- judicial stamp paper of appropriate value as prescribed under Stamp Act according to state is required. For claim of only amount of Rs. 10,000 or less, indemnity bond can be executed on a plain paper.

#### Q4) How to fill Form IEPF-5 for Step 2?

A4 Below are brief set of instruction for filling the form:

Field Name	Instructions
	Only one Form to be filed for one financial year against one Aadhar Number and one Company. User can enter more than one claims in single form (Number of claims to be entered in field 4), failing which the form is liable to be rejected
Particulars of the Claimant	Enter Name, Address and contact details
Particulars of the Company	Company from which the amount is due Enter the following CIN of India Exposition Mart Ltd: U99999DL2001PLC110396 And click on the pre-fill button
Details of shares claimed	Enter the correct: a. Demat account number ( 16 digit number –CDSL or IN followed by 14 digits-NSDL, if shares are held in physical mode) b. Number of shares (in case of uncertainty kindly contact our Registrar as in field 4) c. Nominal value is Rs. 1 per share (For eg :If No of shares is 20 Total Nominal value is Rs.20 )
Details of Amount Claimed	Enter details based on the information provided by our RTA/ company of the dividend / shares to be claimed and reasons for non-encashment of such dividend.
Aadhar Number or Passport/OCI/PIO Card No. (in case of NRI/foreigners	Enter Aadhaar Number of applicant in case of Indian National. Aadhar number should be correctly filled, failing which the form is liable to be rejected For foreign nationals, enter OCI/PIO Card number, failing which the form is liable to be rejected. Number of Claims User can enter more than one claims in single form as per details provided by the Registrar.
Details of bank account (Aadhar linked, in case applicant is not NRI/foreigner) in which refund of claim to be made	Enter bank account number, Bank name, and Bank branch, Type of account and IFSC code. The Bank details should be correctly filled corresponding with enclosed cancelled cheque, failing which the form is liable to be rejected. Please ensure that only the bank details that are registered with your Depository Participant (if shares are in Demat form) are entered in this field. In case of Indian Nationals, Bank Account Number must be Aadhaar linked
7 Demat Account Number	Enter Demat Account Number which is mandatory for the applicant claiming shares, failing which the form is liable to be rejected.
Declaration	Click on check box given in declaration, after carefully reading all conditions. For other Common instructions to fill e-form please refer to the IEPF-5 instruction kit on the following link <a href="http://www.iepf.gov.in/IEPF/refund.html">http://www.iepf.gov.in/IEPF/refund.html</a> .

### **Q3) How to upload Form IEPF-5 on IEPF website?**

**A5** Follow below steps:

- Visit IEPF Website (<http://www.iepf.gov.in/IEPF/refund.html>) and use the option form upload. You will be redirected to MCA21 for form Upload..
- Login using your ID and Password. If you do not have an existing Id/password then create an ID password following the given steps:
  - i). Register yourself by clicking on register
  - ii). Select registered user and enter the required details.
  - iii). Click on Create my account. Now set a login ID and Password.
- After login, click on normal upload.
- Click on Browse and attach the form. Click on Submit.
- SRN will be generated and you will be asked for a payment option (Pay Now or Pay later).
- Though Fee will be zero, but click on Pay now option only to generate the acknowledgement.
- After clicking on Pay Now, you have to click on Finish when zero fee page will be shown. Acknowledgement in the form of challan for e-form IEPF-5 will be generated.

### **Q3) How to Submit copy of Form IEPF-5 to IEML for verification?**

**A6** Members/ Claimant has to forward a self-attested copy of e-form IEPF-5 and acknowledgement along with original required documents addressed to Nodal Officer with the envelope marked as "Claim for refund from IEPF Authority" for initiating the verification for claim.

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