

**Procedure for claiming Dividend/ Application money due for refund/ Shares from IEPF Authority**

Any shareholder of the Company, whose shares/ unclaimed or unpaid dividend amount/ application money due for refund has been transferred by the Company to IEPF, may claim his / her shares or dividend amount from IEPF authority, by complying the following procedure.

**Procedure to claim of shares or dividend amount or application money due for refund transferred to IEPF**

1. The shareholder is required to file Form IEPF – 5 along with requisite documents prescribed below
2. Download the form IEPF-5 from the website of IEPF Authority, [www.iepf.gov.in/IEPFA/refund.html](http://www.iepf.gov.in/IEPFA/refund.html). Instructions for filling the form is given in the instruction kit.
3. After filling the form save it on your computer and upload the duly filled form in the upload link on the website of IEPF Authority by following the instructions given. On successful uploading an acknowledgement/challan will be generated indicating the Service Request Number (SRN). For tracking the status of the claim for credit of shares / of refund of dividend amount as the case may be, the SRN generated need to be referred.

**4. List of Documents to be submitted to the Nodal Officer**

- a. Self Attested copy of Form IEPF-5 (If case of joint holder, all the holders are required to sign the eform IEPF-5).
- b. Acknowledgement Receipt (Challan generated for filing form IEPF 5 in MCA Portal).
- c. Indemnity Bond (original) with claimant signature (As per format given in Annexure I) to be executed:
  - i. On a non-judicial Stamp Paper of the value as prescribed under the Stamp Act (**According to state**) if the amount of the claim is Rs.10, 000 or more. **Please ensure to enter date, place and Signature of claimant and witness.**
  - ii. On a plain paper if the amount claimed does not exceed Rs.10,000.
  - iii. In case of refund of shares, on a non-judicial Stamp Paper of the value as prescribed under the Stamp Act.

In case of joint holding, receipt shall be signed by all the holders.

- d. Advance Stamped receipt (original) with signature of claimant and two witnesses. (Format is given at Annexure II). In case of joint holding, receipt shall be signed by all the holders.
- e. Proof of Entitlement (Original Share Certificate, Dividend Warrant & Letter from Registrar and Transfer Agent)
  - Dividend warrant or self-attested copy of share certificate in case of claiming Unpaid/Unclaimed Dividend and letter from Registrar and Transfer Agent.
  - Original share certificate & Letter from Registrar & Transfer Agent of company duly verified by Nodal Officer for shares & any Unpaid/ Unclaimed Dividend on such shares transferred to IEPF. (in case shares held in Physical form).
  - Letter from Registrar & Transfer Agent, if shares held in Demat form for share and Unpaid/ Unclaimed Dividend transferred of IEPF.

- In case of transmission, the applicant, who is the successor / legal heir, 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 transfer/ transmission is received after transfer of shares to IEPF Authority.
- f. Self Attested copy of Aadhaar Card/ Passport (OCI and PIO card in case of foreigners and NRI. (In case of Joint holding, Self Attested copy of Aadhar card of all the holders).
- g. Self Attested copy of Pan Card (In case of Joint holding, Self Attested copy of Pan Card of all the holders).
- h. Self Attested copy Client Master List (In case of Joint holding, Self Attested copy of Client Master List by all the holders).
- i. Original Cancelled Cheque leaf (It must bear name of claimant; alternately attach self attested copy of passbook with Cancelled Cheque Leaf).

The shareholder has to forward the aforesaid documents to Nodal Officer of the Company at its registered office in an envelope marked "Claim for refund from IEPF Authority" for initiating the verification for claim.

#### **Address of Nodal Officer of V-Guard Industries Limited**

Smt. Jayasree K  
 Company Secretary  
 V-Guard Industries Ltd.  
 Regd. office: 42/962, Vennala High School Road  
 Vennala, Kochi - 682 028  
 T: +91 484 300 5616

5. Claim forms completed in all aspects will be verified by the Company and will be forwarded to the IEPF Authority for further processing. After verifying the application, the IEPF Authority shall
  - a. In case of request for dividend, credit the Dividend amount to the claimants' Aadhaar linked bank account through electronic transfer; and
  - b. In case of request for credit of shares, credit the shares to the claimants' DEMAT account.
6. Please note that in case of non-receipt of documents by the Authority after the expiry of ninety days from the date of filing of Form IEPF-5, the Authority may reject Form IEPF-5, after giving an opportunity to the claimant to furnish response within a period of thirty days.
7. The claimant shall file only one consolidated claim in respect of a company in a financial year.

**Annexure I**

**Indemnity bond**

To  
The Investor Education and Protection Fund Authority  
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In consideration of the payment of Rs ..... and No. of shares..... being the amount and shares due to me as ..... (Dividend on Equity / Preference shares / matured deposits / matured debentures / application money due for refund /interest accrued on...../Dividend credited to IEPF under Companies Act, 1956 or Companies Act, 2013/ Dividend credited to General Revenue Account under Companies Act, 1956 / others, specify.....)# for the Financial Year..... from M/s ..... (Name of the Company) out of the Investor Education and Protection Fund by the Authority, I .....son /daughter /wife# of ..... do hereby agree and undertake to indemnify the Investor Education and Protection Fund Authority to the extent of any claim not exceeding the amount hereinbefore mentioned which may be preferred against the Investor Education and Protection Fund Authority, and which it has to lawfully discharge.

Signature  
Date:  
Place:

Witnesses:  
1.Signature with date  
Name  
Address

2.Signature with date  
Name  
Address

**\* For ensuring timely processing of the claim, please ensure to make all the entries**

**# Strike off whichever is not applicable**

**Annexure II**

**Advance Receipt**

Received from the Investor Education and Protection Fund Authority the sum of Rs..... and No. of Shares ..... being the amount and shares payable to me from the Investor Education and Protection Fund as ..... (Dividend on Equity / Preference shares / matured deposits / matured debentures / application money due for refund / interest accrued on...../Dividend credited to IEPF under Companies Act, 1956 or Companies Act, 2013/ Dividend credited to General Revenue Account under Companies Act, 1956 / others, specify.....)# which was originally due from M/s.....(Name of the Company)

Signature of claimant with date

Stamp Signature of witness:

1. Signature with date  
Name  
Address
  
2. Signature with date  
Name  
Address

Affix revenue stamp
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**\* Please ensure to affix Revenue Stamp with crossed Signature to avoid delay in processing of the claim**

*# Strike off whichever is not applicable*