

# 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, may claim his / her shares or dividend amount from IEPF authority, by complying the following procedure.

## **Procedure to claim of shares or dividend amount 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. Steps to be followed after Form upload:**

The shareholder has to forward a self-attested copy of e-form and challan along with the following documents to Nodal Officer (IEPF) of the Company at its registered office in an envelope marked "Claim for refund from IEPF Authority" for initiating the verification for claim.

- a. Indemnity Bond (original) need to be executed in a non-judicial Stamp Paper in the format given in Annexure I for claiming shares and / or dividend amount.
  - a) For claiming dividend amount not exceeding Rs. 10,000/-, Indemnity Bond need to be executed on a plain paper.
  - b) In case of dividend amount exceeding Rs. 10,000/- Indemnity Bond need to be executed in a Non-judicial Stamp Paper of value as prescribed under the Stamp Act of the State, where the shareholder resides.
  - c) In case of refund of shares, on a non-judicial Stamp Paper of the value as prescribed under the Stamp Act of the State where the shareholder resides.
- b. Advance Stamped receipt (original) with signature of claimant and two witnesses. Format is given at Annexure III.
- c. Copy of Aadhaar Card (For Indian Nationals)
- d. Proof of entitlement (share certificate)
- e. Cancelled Cheque leaf

- f. Copy of Passport, OCI and PIO card in case of foreigners and NRI
- g. Other optional document, (if any)
- h. Copy of Client Master List (CML) (To be obtained from the Stock Broker with whom the shareholder is maintaining demat account).

**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. In case, 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 before filing any claim with the Authority.
- 6. 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.
- 7. 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.
- 8. 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  
.....

In consideration of the payment of Rs. .... being the amount 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, 1956or Companies Act, 2013/ Dividend credited to General Revenue Account under  
Companies Act, 1956 / others, specify.....) for the Financial Year..... from ..... 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

### FORMAT OF INDEMNITY BOND

(To be executed on a non-judicial Stamp Paper of the value as prescribed under the Stamp Act of respective states from where the indemnity Bond is executed)

This Indemnity agreement made this the ...day of ..... by ..... referred to as principal parties in favour of V-Guard Industries Ltd, Kochi hereinafter referred to as the Company. Whereas I/We am/are a shareholder(s) of the Company and holding equity shares as per the details given below:

Folio No./Demat Account No.	No. of Shares	ISIN
		INE951101027

and whereas the shares pertaining to the above mentioned folio has been transferred by the Company to the demat account of the IEPF Authority under sub-section 6 of Section 124 of the Companies Act 2013. I/We has been filed Form IEPF-5 on ..... day of ..... , 20.. in such manner and procedure as prescribed under the Act requesting for reverting the share(s) transferred by the Company to the demat account of the IEPF Authority and necessary documents pertaining to the same has been produced before the Company for due verification.

Now this indemnity agreement witnesseth that in consideration of the IEPF Authority, I/We do hereby agree and undertake to indemnify the Investor Education and Protection Fund Authority to the extent of any claim not exceeding the shares hereinbefore mentioned which may be preferred against the Investor Education and Protection Fund Authority, and which it has to lawfully discharge. I/We undertake to hold the Company, its agents, servants, etc. harmless and indemnified against any claims exceeding the shares hereinbefore mentioned and the amounts in consideration of the Company on lawfully discharging its obligation in reverting the share(s) back to me/us from the demat account of IEPF Authority.

1. ....  
[Name of 1st holder] (Signature)

2. ....  
[Name of 2<sup>nd</sup> holder] (Signature)

In witness thereof I/We have signed this on the day and the year mentioned above

1. ....  
[Name] (Signature)

2. ....  
[Name] (Signature)

***#Strike off whichever is not applicable***

**Advance Receipt**

Received from the Investor Education and Protection Fund Authority the sum of Rs..... being the amount 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.....

Signature of claimant with date

Stamp Signature of witness:

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

Affix revenue stamp of Re. 1/-
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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*