

PROCEDURE FOR CLAIMING EQUITY SHARES AND UNPAID DIVIDEND FROM GOVERNMENT OF INDIA (IEPF)

Kindly visit the website of IEPF (iepf.gov.in) and fill form No. IEPF-5 on-line.

Scanned copies of the documents mentioned at Sr. No. A-5,6,7,8,9,10 and 11 are to be attached with the form.

Take a print out of the form.

Submit the form online to IEPF and take a print out of system generated advance receipt, challan and indemnity bond.

Execute the indemnity bond on a Rs. 100 stamp paper.

A. Thereafter, send the following documents to us by courier or speed post (printed set) :

1. form IEPF-5,
2. advance receipt,
3. indemnity bond,
4. challan
5. Aadhaar Card
6. Pan Card
7. Client Master List of Demat A/c
8. Proof of entitlement (Certificate of share, if available). If not available, then an affidavit to that effect that the same have been lost.
9. Original cancelled cheque leaf
10. In case your address as per our record address is different from your address as per your Aadhaar Card, kindly provide us an affidavit for the same.
11. In case your name or the spellings of your name as per our record are different from that on your Aadhaar Card, kindly provide us an affidavit to the effect that both are the same person.

B. Please note that:

1. All the pages of all the documents to be submitted by you should be self-attested by you.
2. All the above documents should be sent to us in one go. Incomplete set will be returned to you without processing.
3. One or more affidavits mentioned above, may be combined in a single affidavit.
4. While we are eager that you get back your shares and unpaid dividend from the government (IEPF) soonest, but these are in the custody of IEPF and the Company has no role in the matter, except verifying your claim. IEPF takes its own time to settle the claim and sending reminders to IEPF or to us, will not serve any purpose.

For any further queries, kindly contact our RTA Alankit Assignments Ltd whose email id is ramap@alankit.com