

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.

Step 1: The Shareholder to contact the Company/Registrar and Transfer Agent of the Company, TSR Darashaw Limited and obtain details of year wise dividend entitlement and shares transferred to IEPF Authority before proceeding with Step No 2. **(Refer Q 1)**

Step 2: The shareholder to visit the website of IEPF Authority (<http://www.iepf.gov.in/IEPF/refund.html>), and download Form IEPF –5. Shareholder to fill in online application and upload Form IEPF-5 on the website of IEPF Authority. **(Refer Q2a and Q2b)**

Step 3: The shareholder to take print of the e-form IEPF – 5 and submit original application with the required documents duly self-attested (including the joint holder) to the Registered office of Tata Consultancy Services Limited (“TCS”), Mumbai addressed to the Nodal officer. **(Refer Q3 and Q4)**

Step 4: Tata Consultancy Services limited will verify the details of the claim and various documents submitted by the shareholder and submit the original documents with enclosures received from the shareholder/claimant with Verification Report to IEPF Authority.

Step 5: On the basis of Verification Report and the documents submitted by TCS, IEPF Authority, would:
i) Approve the claim,
ii) Ask the shareholder to resubmit the required documents in case of any discrepancy,

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.

Q1) How to Contact the Company /Registrar, TSR Darashaw Limited for Step 1?

Kindly communicate with the Company/Registrar, TSR Darashaw Limited to obtain details of year wise dividend entitlement and shares transferred to IEPF Authority at:

investor.relations@tcs.com , csg-unit@tsrdarashaw.com

or contact the Company/Registrar's representative at following numbers:

Mr. Prakash Mehta (Nodal Officer):+91 022 67789595

Ms. Smita Rao: +91 022 66178411/66178412/66178413/66568484

Q2a) How to fill Form IEPF-5 for Step 2?

Field No.	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
1	Particulars of the Claimant	Enter Name, Address and contact details
2	Particulars of the Company from which the amount is due	Enter the following CIN of TCS: L22210MH1995PLC084781 And click on the pre-fill button
3	Details of shares claimed	Enter the correct: a. Demat account number (16 digit number –CDSL or IN followed by 14 digits-NSDL or C2 followed by a letter and a 7 digit number, 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)
4	Details of Amount Claimed	For details contact our Registrar, TSR Darashaw Limited as in Q1 Based on the information provided as above enter year wise dividend / shares to be claimed and reasons for non-encashment of such dividend.
5	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.

6	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 <http://www.iepf.gov.in/IEPF/refund.html>.

Q2b) How to upload Form IEPF-5 on IEPF website for Step 2?

1. Go to 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.
2. Login using your ID and Password (if existing else follow steps as below)
 - 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.
3. After login, click on normal upload.
4. Click on Browse and attach the form. Click on Submit.
5. SRN will be generated and you will be asked for a payment option (Pay Now or Pay later).
6. Though Fee will be zero, but click on Pay now option only to generate the acknowledgement.
7. After clicking on Pay Now, you have to click on Finish when zero fee page will be shown. Acknowledgement will be generate which is the challan for e-form IEPF-5.

Q3) How to Submit Form IEPF-5 to TCS for Step 3?

The shareholder has to forward a self-attested copy of e-form IEPF-5 and acknowledgement along with original required documents addressed to Nodal Officer as under;

Mr. Prakash Mehta (Nodal Officer),
Tata Consultancy Services Limited,
9th Floor, Nirmal Building,
Nariman Point, Mumbai -400021

with the envelope marked as "Claim for refund from IEPF Authority" for initiating the verification for claim.

Q4) What are the requisite documents along with copy of e-form and acknowledgement for Step 3?

- a. **Indemnity Bond (original)** with signature of claimant, joint holders and two witnesses
 - i) On a plain paper if the amount claimed does not exceed Rs.10,000
 - ii) In case of refund of shares or if the amount claimed exceeds Rs.10,000-On a non-judicial stamp paper of the value as prescribed under the Stamp Act, where the shareholder resides.
- b. **Advance Stamped Receipt (original)** 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.

Please ensure to provide date, place and signature of claimant and witnesses on the Indemnity Bond and the Advance Receipt .The place and date of execution by the claimant and witnesses should be the same.

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 instruction kit

- c. Proof of entitlement -Original Share Certificate (if shares are in physical form), Dividend Warrant (if any)
- d. Copy of Client Master List
- e. Copy of Aadhaar Card
- f. Copy of PAN Card
- g. Copy of Passport, OCI and PIO card in case of foreigners and NRI
- h. Original Cancelled Cheque leaf
- i. In case any joint holder is deceased, notarised copy of death certificate to be attached
- j. Other optional documents, (if any)

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

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.

The Authority shall, if the claim is approved:

- a. *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 claimant's Demat account.*