



Process to be followed to claim the dividend and shares transferred to IEPF

Any person whose shares and/or dividend amount has been transferred by the company to Investor Education and Protection Fund (IEPF) may claim his refund from the IEPF authority by following the procedure given below:

1. The Application Page

Visit the website of IEPF (<http://www.iepf.gov.in/IEPF/corporates.html>) and click on the tab **Forms**. Thereafter, locate the link Web Form IEPF-5. Alongside, the investor may also find an instruction kit for filing the Web Form IEPF-5. Read the instructions provided in the instruction kit carefully before filling the form.

Click on the link **Forms** which will direct the investor to the login page of MCA Front Office Portal (<https://www.mca.gov.in/mcafoportal/iepf5Service.do>). To fill the form an Investor should register himself/herself as a registered user here. Once the investor registered himself/herself, he may log in into the system from the MCA Front Office Portal.

After login, the portal will take you to 'MY WORKSPACE'. Ignore it. The investor should hold cursor at MCA SERVICES. Now, the investor may click on the link IEPF-5. Form IEPF-5 will be displayed on the desktop.

2. Personal Details of Claimant

Personal Details: Enter the personal details of the Claimant viz name, father name, date of birth and PAN.

Next, click on VERIFY PAN tab for verification purpose, which would be displayed as successful if claimants name in income tax back-office data and that appearing on his/her PAN is same. (In such a case, it may also be checked in the claimant's income tax return.)

Address Details: The address of the applicant or claimant should be as per his/her address proof: Aadhar or Passport/OCI/PIO Card No. (in case of NRI/foreigners).

After this, the applicant/claimant shall fill the detail of the Company in respect of which he/she is filing the claim. The applicant/ claimant may directly fill the CIN (Corporate Identification Number) or use the search facility selecting the correct CIN. Please note only latest CIN of the Company will be displayed by the portal. It will prefill the Name, Address, Email address of the Company.

Thereafter, the Form will ask a question: Is it a case covered under rule 7 (8) & 7(9) of IEPF Rules, 2016?. In case the applicant is filing an application as legal heir of the deceased shareholder, the applicant/claimant need to tick on the radio button 'Yes' and he/she will file details of original security holder, his/her relationship and number of all legal heirs. Maximum of 10 and Minimum of 1 beneficiary can be added. The form will ask the name of all beneficiaries to be entered.

3. Details of Claims

At this stage, the Form will ask whether you are filling the form only for the amount or for both-shares and amounts.

4. Claim of Shares

While claiming shares, the applicant can enter details of up to 15 folios for one Company. Further, it also asks for the type of holding whether physical or Demat (original holding), Folio number/Demat Account number, Type of shares (Equity or Preference) and the number of shares. The claimant/applicant may fill the details accordingly.

5. Claim of Amount

While claiming amounts, one person can file up to a total of 15 claims. This is irrespective of the folio under which one is claiming.

These claims may be for (a) Unpaid Dividend, (b) Application Money due for refund, (c) Matured Deposits, (d) Matured Debentures and (e) others. In the case of Application Money due for refund, Matured Deposits, and Matured Debentures, both principal and interest may be claimed. The claimant/applicant may select accordingly.

Further, any one of the following reasons shall be selected for non-receipt or non-encashment of dividend:

- Change in Address
- Death of original investor
- Loss of Original Documents
- Others

6. Bank Details

Thereafter, the applicant/claimant shall fill his/her bank account details in which the amount of claim may be refunded by the IEPF. It requires bank account number, Bank Name, IFSC Code and Bank branch

7. Demat Details

The applicant/claimant shall fill details of his/her demat account.

8. Mandatory Online Attachments

The applicant/claimant shall also be required to attach the following mandatory documents:

- a. Aadhar Card of the claimant & and if joint holders are there, copy of Aadhar card of all joint holders;
- b. Passport, OCI and PIO card in case of foreigners and NRI;
- c. Client Master List of De-mat A/c of the claimant;
- d. Proof of entitlement (Bonds/Debentures/Fixed Deposit receipts/Certificate of share/Interest warrant/Dividend warrant, Application No./Statement of transaction etc.).

9. OTP Verification

The Applicant/ Claimant shall enter his/her mobile number and email address. OTP shall be received for verification purpose. On verification, the application may be submitted.

10. Physical submission of Documents

The Applicant /Claimant shall send the following documents to the Nodal Officer (IEPF) of the Company at its Corporate office in an envelope marked ``claim for a refund from IEPF Authority`` for initiating the verification for the claim:

- a. Print out of duly filed claim form with claimant signature and if joint holders are involved than the Form should be signed by all the joint holders along with annexures submitted with the form.
- b. Copy of acknowledgement/receipt generated after uploading the claim Form IEPF 5.
- c. Indemnity Bond (original) auto-generated after uploading the claim Form IEPF 5 with claimant signature and proof of payment of applicable stamp duty (Refer Help Kit for Stamp Duty Details).
- d. In case of a refund of matured deposit or debenture or bond or where shares (in physical form) are claimed, original certificate/shares thereto.
- e. Original Cancelled Cheque leaf
- f. In case any Joint holder is deceased, Copy of Death certificate to be attached.
- g. Aadhaar Card of the claimant and if joint holders are there, copy of Aadhaar card of all joint holders (For Indian Nationals);
- h. PAN Card of the claimant and if joint holders are there, copy of PAN card of all joint holders (For Indian Nationals);
- i. Passport, OCI and PIO card in case of foreigners and NRI;
- j. Client Master List of Demat account of the claimant;
- k. Transaction statement reflecting transfer of shares to IEPF account.
- l. Proof of entitlement (Bonds/Debentures/Fixed Deposit receipts/Certificate of share/ Interest warrant/Dividend warrant, Application No./Statement of transaction etc.);
- m. Optional Attachment.

In case of transmission of shares/transfer of share to the legal heir of deceased shareholder, the following additional documents are mandatory to attach. Formats of these documents are available on the company's website at Investors section.

- a. Notarised copy of death certificate
- b. Request for transmission of securities by legal heir
- c. Affidavit in form of surety to be given by all the legal heirs, duly stamped and notarized
- d. Bond of Indemnity to be furnished jointly by all legal heirs, duly stamped and notarized
- e. No-Objection Certificate from the legal heir(s) who are non-claimants, duly stamped and notarized
- f. Notarised succession certificate/Probate/Will;
- g. Other optional documents, (if any).

The applicant/ claimant shall submit all the above-mentioned documents including entitlement letter to Nodal Officer (IEPF) of the Company at the company's Corporate office as mentioned below:

Mr. Deepak Manerikar

Company Secretary/Nodal Officer of the Company

Shree Renuka Sugars Limited

7th Floor, Devchand House, Shiv Sagar Estate,

Dr. Annie, Besant Road, Worli, Mumbai – 400 018, Maharashtra, India

Tel.: +91-22-40011400

Email: groupcs@renukasugars.com