

Instructions for claiming the shares from IEPF Authority

Shareholders to follow Procedure for claiming equity shares transferred to Investors Education & Protection Fund Authority (IEPF)

- 1) Kindly refer to the link provided by the Company to IEPF website for filling up IEPF Form 5.
- 2) After duly filling up Form-5, you are requested to upload the same on MCA website and thereafter take print out of duly filled in Form-5 with claimant's signature together with a copy of acknowledgement issued by the Ministry of Corporate Affairs to that effect.

Documents to be submitted for claiming shares:

- a) Print out of duly filled up claim form with signature of claimant
- b) Copy of acknowledgement of IEPF Form No. 5
- c) Original Indemnity Bond on the non-judicial stamp paper of the value of Rs. 500/- (as required by Maharashtra State Government Stamp Act being registered office situated at Mumbai, Maharashtra)
- d) Original Advanced Stamp Receipt with signature of Claimant and two witnesses
- e) Proof of identity - Original share certificates for number of shares claimed
- f) Copy of attested Aadhar & PAN card.
- g) Cancelled cheque in original
- h) In case of foreigners/NRI, copy of passport, Overseas Citizen of India (OCI) and Person of Indian Origin (PIO) Card or equivalent document.
- i) Attested copy of Client Master List (CML) issued by Depository Participant (DP) [this is required for the purpose of transfer of shares in electronic form to your demat account by the IEPF authority.] *
- j) Signature attested by Banker.
- k) Other optional documents, if any.

*** In case the claimant already has a demat account, the copy of CML of the existing DP would be sufficient. In case the claimant holds the shares in physical form, the Claimant is requested to open a new demat account and submit a copy of CML of the newly opened Demat account.**

Note:

- **In case the shares which are transferred by the Company to IEPF are held jointly and some of the shareholders are deceased, the Claimant has to ensure to first complete the process of transmission of shares.**

- **Such claimants are requested to send an email at investorcare@nocil.com so that Karvy Computershare Private Limited, the Company's RTA will furnish an elaborate procedure for transmission.**