

**Procedure to claim shares / unclaimed dividend transferred to IEPF**

Details of Nodal Officer for **Kirloskar Brothers Limited**

**Name:** Mr. Devang Trivedi

**Designation:** Company Secretary & Nodal Officer

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Pursuant to the provisions of Section 124(6) of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Auditing, Transfer and Refund) Rules, 2016, the shares on which dividend has remained unpaid or unclaimed for seven consecutive years or more, will be transferred to the Investor Education and Protection Fund (IEPF), constituted by the Central Government in terms of Section 125 of the Companies Act, 2013.

Shareholders / their legal heirs may claim the said shares under the provisions of the Companies Act, 2013 by following the below mentioned procedure:

**Procedure for claim of refund of shares from IEPF authority:**

- If your case involves issue of duplicate share certificate / transmission of shares from deceased shareholder to legal heir, above mentioned procedures (FAQ 5 and/or FAQ 6, as applicable respectively) shall be followed.
- After above procedure, a Certificate of Entitlement (COE) will be issued in favour of shareholder / legal heir.
- Basis of the said Certificate of Entitlement, following procedure for IEPF claim shall be followed:

<b>A.</b>	A separate application has to be made to the IEPF Authority in Form IEPF-5 by registering yourself for filing Web IEPF-5 Form on below given link:  <a href="https://www.mca.gov.in/content/mca/global/en/foportal/fo-user-registration.html">https://www.mca.gov.in/content/mca/global/en/foportal/fo-user-registration.html</a>
<b>B.</b>	The claimant, after making an application in Form IEPF-5, has to send the requisite documents to Bigshare Services, RTA / Company, immediately, for verification of claim.  <i>*Without receipt of original documents, claim will be rejected.</i>
<b>C.</b>	After submission of documents, claimant is required to update the dispatch details against the said IEPF-5 Claim submitted, by logging into the registered account through which claim has been submitted.
<b>D.</b>	After updating dispatch details, send an email communication on below IDs with details of IEPF-5 SRN, Dispatch Details, Folio No. / DP & Client ID, Name of the shareholder, etc.
<b>E.</b>	RTA and Company will review the documents and shall file IEPF Verification report against the claim, within 30 days.

<b>F.</b>	Upon filing of IEPF Verification report by the Company, the application gets forwarded to IEPF Authority for necessary review and processing.
<b>G.</b>	On approval of IEPF Authority, to the application made, shares and unpaid dividend thereto, which were transferred to IEPF will be credited to respective Demat and Bank account, details of which were given in the IEPF Claim.

**Document requirement:**

Self-attested copy of IEPF-5 Form filed along with Acknowledgment	-
Notarized Indemnity Bond in original	-
Client Master List for demat account wherein shares are to be credited	-
Cancelled Cheque of bank account linked to the said demat account	-
Original Share Certificate or Certificate of Entitlement, in case of Transmission / Duplicate, etc.	-
Self-attested PAN Card and Address proof like Aadhar Card / Passport / Utility bills not older than 3 months.	-

1. Please read instructions provided on website/instruction kit carefully before filling the form.
2. On successful uploading of form, an 'acknowledgement' will be generated indicating the SRN. Shareholders are requested to note the SRN for future tracking of the form.

**Procedure for claim of dividend from IEPF authority**

In terms of the provisions of Section 125 of the Companies Act, the dividend which remained unclaimed / unpaid for seven years is liable to be transferred to Investor Education and Protection Fund (IEPF) ("IEPF Authority"). Shareholders may claim such dividend, by following the below mentioned procedure;

<b>A.</b>	A separate application has to be made to the IEPF Authority in Form IEPF-5 by registering yourself for filing Web IEPF-5 Form on below given link.  <a href="https://www.mca.gov.in/content/mca/global/en/foportal/fo-user-registration.html">https://www.mca.gov.in/content/mca/global/en/foportal/fo-user-registration.html</a>
<b>B.</b>	The claimant, after making an application in Form IEPF-5, has to send the requisite documents to Bigshare Services, RTA / Company, for verification of claim.  <i>*Without receipt of original documents, claim will be rejected.</i>
<b>C.</b>	After submission of documents, claimant is required to update the dispatch details against the said IEPF-5 Claim submitted, by logging into the registered account through which claim has been submitted.
<b>D.</b>	After updating dispatch details, send an email communication on below IDs with details of IEPF-5 SRN, Dispatch Details, Folio No. / DP & Client ID, Name of the shareholder, etc.

<b>E.</b>	RTA and Company will review the documents and if found okay, shall file IEPF Verification report against the claim, within 30 days.
<b>F.</b>	Upon filing of IEPF Verification report by the Company, the application gets forwarded to IEPF Authority for necessary review and processing.
<b>G.</b>	On approval of IEPF Authority, to the application made, shares and unpaid dividend thereto, which were transferred to IEPF will be credited to respective Demat and Bank account, details of which were given in the IEPF Claim.

**Document requirement:**

Self-attested copy of IEPF-5 Form filed along with Acknowledgment	-
Notarized Indemnity Bond in original [on stamp paper of INR 500]	-
Client Master List for demat account wherein shares are to be credited	-
Cancelled Cheque of bank account linked to the said demat account	-
Original Share Certificate / Certificate of Entitlement	-