

Procedure to submit claim for Shares/Dividend transferred to IEPF

1. Before filing Form IEPF-5 with the Authority, the documents mentioned in point No-4 required to be kept ready by the shareholders/claimants:
2. Download the e-form IEPF-5 from the website of IEPF (<http://www.iepf.gov.in>) for filing the claim for refund. Read the instructions provided on the website/instruction kit along with the e-form carefully before filling the form.
3. After filling the form save it on your computer and upload the duly filled form in the "upload link" on the website of IEPF Authority by following the instructions given. On successful uploading an acknowledgement/challan will be generated indicating the Service Request Number (SRN). Please note the SRN for future tracking of the form.

4.Steps to be followed after Form upload:

of Claimant has to send the attachments prescribed below to Nodal Officer (IEPF) the company at its registered office in an envelope marked "claim for refund from IEPF Authority" for initiating the verification for claim:

- a. Print out of duly filled and uploaded claim form IEPF-5; with claimant signature and if joint holders are involved than the Form should be signed by all the joint holders
- b. Copy of acknowledgement generated after uploading the claim Form IEPF-5
 - c. Indemnity Bond (original) with claimant signature (As per format given in Annexure I) to be executed :
 - i) On a non-judicial Stamp Paper of the value as prescribed under the Stamp Act (According to state) if the amount of the claim is Rs.10, 000 or more. Please ensure to enter date, place and Signature of claimant and witness.
 - ii) on a plain paper if the amount claimed does not exceed Rs.10,000.
 - iii) In case of refund of shares, on a non-judicial Stamp Paper of the value as prescribed under the Stamp Act.
- d. Advance Stamped receipt (original) with signature of claimant and two witnesses. (Format is given at Annexure II)
- e. In case of refund of matured deposit or debenture, or bonds, or where shares (in physical form) are claimed original certificate thereto
- f. Copy of Aadhaar Card of the claimant and if joint holders are there, Copy of Aadhar card of all the joint holders (self attested)
- g. Proof of entitlement (certificate of share/Interest warrant/dividend warrant, Application No. etc.)

- h. Original Cancelled Cheque leaf (indicating name of the claimant, and if name is not indicated in the cheque leaf, self- attested copy of the first page of Bank pass book of the Account along with cancelled cheque shall be submitted)
- i. Copy of Passport, OCI and PIO card in case of foreigners and NRI (self attested)
- j. Copy of PAN Card (self attested) (mandatory in case of claim for shares)
- k. Client Master List of De-mat A/c of the claimant
- l. In case any Joint holder is deceased, Copy of Death certificate to be attached.
- m. Other optional documents, (if any)

Address of Nodal Officer of the Company.

Company Secretary

V.S.T. Tillers Tractors Ltd

Plot No-1, Dyavasandra Indl Layout

Whitefield Road, Mahadevapura Post

Bangalore-560048, Karnataka

Ph: 080- 67141111

5. Claim forms completed in all respects will be verified by the concerned company and forwarded to IEPF Authority along with Company's Verification Report. The claim may also be subject to rejection for reasons such as, Signature Mismatch, Mismatch in DP ID-Client ID/Folio No, Incomplete Documents, Mismatch in nature of security, Duplicate Claim made by the claimant etc.
6. On the basis of company's verification report; refund will be released by the IEPF Authority:
 - I. to the Dividend amount claimed, in favor of claimants' Aadhaar linked bank account through electronic transfer to the extent of the claimant's entitlement.
 - II. to the shares claimed, credit the shares to the claimants' DEMAT account to the extent of the claimant's entitlement.
7. 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.
8. The claimant shall file only one consolidated claim in respect of a company in a financial year.

Note: In case of claim for shares/dividend by legal heir or successor or nominee etc., of the registered security holder, the claimant/s has/have to complete the transmission process with the company.

Indemnity bond

To

The Investor Education and Protection Fund Authority

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In consideration of the payment of Rs and No. of shares..... being the amount and shares due to me as (Dividend on Equity / Preference shares / matured deposits / matured debentures / application money due for refund /interest accrued on...../Dividend credited to IEPF under Companies Act, 1956or Companies Act, 2013/ Dividend credited to General Revenue Account under Companies Act, 1956 / others, specify.....)# for the Financial Year..... from M/s(Name of the Company) out of the Investor Education and Protection Fund by the Authority, Ison /daughter /wife# of do hereby agree and undertake to indemnify the Investor Education and Protection Fund Authority to the extent of any claim not exceeding the amount hereinbefore mentioned which may be preferred against the Investor Education and Protection Fund Authority, and which it has to lawfully discharge.

Signature

Date:

Place:

Witnesses:

1. Signature with date
Name
Address

2. Signature with date
Name
Address

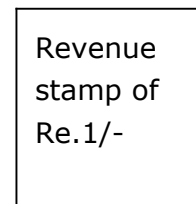
*** For ensuring timely processing of the claim, please ensure to make all the entries**

Strike off whichever is not applicable

Advance Receipt

Received from the Investor Education and Protection Fund Authority the sum of Rs..... and No. of Shares being the amount and shares payable to me from the Investor Education and Protection Fund as (Dividend on Equity / Preference shares / matured deposits / matured debentures / application money due for refund / interest accrued on...../Dividend credited to IEPF under Companies Act, 1956 or Companies Act, 2013/ Dividend credited to General Revenue Account under Companies Act, 1956 / others, specify.....)# which was originally due from M/s.....(Name of the Company)

Signature of claimant with date



Witnesses:

1. Signature with
date Name :
Address :

2. Signature with date
Name:
Address:

*** Please ensure to affix Revenue Stamp with crossed Signature to avoid delay in processing of the claim**
*Strike off whichever is not applicable*