

## **PROCEDURE TO CLAIM SHARES /UNCLAIMED DIVIDEND FROM 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 (IEPF Rules)]*

1. Any person whose shares, unclaimed dividends, matured deposits or debentures, application money, interest, sale proceeds of fractional shares, or redemption proceeds have been transferred to the IEPF Authority, may claim them by filing an online application in Form IEPF-5 through the official IEPF portal at [www.iepf.gov.in](http://www.iepf.gov.in).
  2. The claimant has to apply for Entitlement Letter from the Registrar to an Issue and Share Transfer Agent ("RTA") by sending a request via email at [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com) along with self-attested copy of the requisite documents pertaining to the claim.
  3. Submitted documents shall be scrutinized by RTA/Company. After verification, if the documents are found to be in order as per IEPF Rules, 2016, the RTA/Company shall issue an Entitlement Letter to the claimant confirming eligibility.
  4. Once the Entitlement Letter is obtained, the claimant must file online Form IEPF-5 by following the below mentioned steps:
    - Visit [www.mca.gov.in](http://www.mca.gov.in)
    - MCA Services → IEPF Related Services → Form IEPF-5
    - Fill details carefully:
      - Nature of claim (Shares / Amount / Both)
      - Company CIN
      - Demat details
- Fill webform and upload complete set of documents along with self-attested Entitlement letter. After submission of the form, the SRN is generated.
5. The Claimant must then, dispatch the self-attested copy of Form IEPF 5, Entitlement Letter and complete set of documents referred therein to the Company through Post or courier to enable submission of Electronic Verification Report (EVR) to the IEPF Authority.
  6. The Company verifies documents and files Electronic Verification Report (EVR) with IEPF Authority approving the claim, if the documents are in order. If discrepancies is identified, applicant is informed to rectify the same.
  7. IEPF Authority, then assess the claim.
    - a) If the claim is approved - Claimant shall follow up with IEPF Authority directly for release of shares.
    - b) If the claim is incomplete due to inadequacy of documents, IEPF Authority notifies the Claimant to provide clarification or additional documents, marking a copy of the mail to the Company. The claimant has to provide clarification/ additional documents within fifteen days from date of communication from the IEPF Authority.

**ADDRESS FOR DISPATCH OF DOCUMENTS:**

**Details of Registrar to an Issue and Share Transfer Agent**

KFIN Technologies Limited

Unit: Mastek Limited

Selenium Building, Tower-B, Plot No 31 & 32, Financial District, Nanakramguda, Serilingampally, Hyderabad, Rangareddy, Telangana India - 500 032.

Email: [inward.ris@kfintech.com](mailto:inward.ris@kfintech.com)

Website: [www.kfintech.com](http://www.kfintech.com)

**Details of Nodal Officer of the company**

Mrs. Reena Raje

Company Secretary & Compliance Officer

#106,107, SDF-IV, Seepz, Andheri East, Mumbai- 400096

Email-ID: [Reena.Raje@mastek.com](mailto:Reena.Raje@mastek.com) / [investor\\_grievances@mastek.com](mailto:investor_grievances@mastek.com)