



PROCEDURE FOR CLAIMING UNCLAIMED DIVIDEND / SHARES WHICH ARE TRANSFERRED TO INVESTOR EDUCATION AND PROTECTION FUND (IEPF) -

- 1) Shareholder is required to open a Demat Account with National Securities Depository Limited (NSDL)/ Central Depository Services (India) Limited (CDSL) as shares will be released by the IEPF Authority in favor of claimants only in the Demat Account of the claimant;
- 2) Shareholder to download Form IEPF-5 from the website of IEPF (www.iepf.gov.in) and fill out the required fields of the Form and submit the duly filled form by following the instructions given in the upload link on the website.
- 3) On successful uploading of Form on MCA Portal, an acknowledgement will be generated indicating the SRN.
- 4) Applicant to send the attachments prescribed below to Nodal Officer (IEPF) of the Company at its registered office in an envelope marked "Claim for refund from IEPF Authority" for initiating the verification for claim.

DOCUMENTS REQUIRED TO BE SUBMITTED TO NODAL OFFICER OF THE COMPANY / REGISTRAR AND TRANSFER AGENT (RTA) -

- a) Print out of duly filled / uploaded IEPF-5 Form with claimant signature.
- b) Copy of the acknowledgement generated after uploading of Form IEPF-5
- c) **Indemnity Bond**(original) with claimant signature to be executed :
 - On a non-judicial Stamp Paper of the value as prescribed under the Stamp Act if the amount of the claim is Rs.10, 000 or more.

or

 - On a plain paper if the amount claimed does not exceed Rs.10,000.
 - 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.**
- e) Self attested copy of PAN Card
- f) Self attested copy of Aadhaar Card (For Indian Nationals)



- g) Proof of entitlement (certificate of share/Interest warrant Application No. etc.)
 - h) Cancelled Cheque leaf
 - i) Copy of Passport, OCI and PIO card in case of foreigners and NRI
 - j) Latest Client Master List
 - k) Transaction statement showing debit / transfer of shares to IEPF if shares were held in Demat Form.
 - l) Original Share Certificate, if applicable;
 - m) Letter from the RTA stating that claimant is entitled to such number of shares and dividend.
- 5) **In case of death of a shareholder**, legal heir/claimant is also required to follow the procedure of transmission of shares and on completion procedure shareholder to submit the documents for claiming shares from IEPF Authority.
- 6) On receipt of the above mentioned documents, the Company and RTA to verify the documents and the Nodal Officer of the Company to send Verification Report to IEPF Authority within 15 days from the date of receipt of the documents.
- 7) On receipt of the Verification Report by the IEPF Authority, the documents will be verified, and if found in order, the shares / unclaimed dividend transferred to IEPF Account, will be transferred to the respective Demat Account of the Claimant.

Contact Details:

Company	Registrar and Transfer Agent (RTA)
Donear Industries Limited Plot No. A-50, Donear House, 8th floor, Road No. 1, MIDC, Andheri (East), Mumbai, Maharashtra, 400093. Tel. No: 022 - 6834 8100 Email: investor@donear.com Website: www.Donear.com	Link Intime India Private Limited C 101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai, Maharashtra, 400083 Tel. No: 022 - 49186270 Email: rnt.helpdesk@linkintime.co.in Website: www.linkintime.co.in
