

Procedure for claiming unpaid amounts and shares from the Investor Education and Protection Fund (IEPF) Authority

As per IEPF Rules, any person whose unclaimed or unpaid amount and shares have been transferred by the Company to IEPF may claim their unclaimed or unpaid amount and/or shares directly from the IEPF Authority by making an online application in Form IEPF-5. The said Form IEPF-5 is available on website <http://www.iepf.gov.in/IEPF/refund.html> or can be downloaded from the link given below:

Description	e-Form with Instruction kit	e-Form
Application to the Authority for claiming unpaid amounts and shares out of Investor Education and Protection Fund (IEPF)	IEPF Form-5	IEPF Form-5

Follow the following procedure to claim refund

1. Download the 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.
2. After filling the form save it on your computer and submit the duly filled form by following the instructions given in the upload link on the website. On successful uploading an acknowledgement will be generated indicating the Service Request Number ("SRN"). Please note the SRN for future tracking of the form.
3. Take a printout of the duly filled IEPF-5 and the acknowledgement issued after uploading the form.
4. Submit the following documents to Mrs. Sridevi Dasari, Nodal Officer (for IEPF purpose) of the Company at the Registered Office/Corporate Office in an envelope marked "Kind Attention: Mrs. Sridevi Dasari – Claim for refund from IEPF Authority" for initiating the verification of 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. Advance Stamped receipt (original) with signature of claimant and two witnesses. (Format is enclosed at **Annexure-I**)
 - d. Indemnity Bond (original) with claimant signature (As per format is enclosed at **Annexure-II**) to be executed:

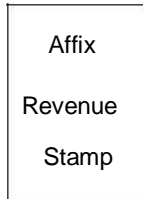
- On a non-judicial Stamp Paper of the value as prescribed under the Stamp Act (According to State Stamp Act) if the unpaid amount of the claim is Rs.10,000 or more. Please ensure to enter date, place and Signature of claimant and witness.
 - On a plain paper if the unpaid amount to be claimed does not 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.
- 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 there are joint holders, the copy of Aadhaar card of all the joint holders is required.
 - g. Proof of entitlement (certificate of share/Interest warrant/dividend warrant, Application No. etc.)
 - h. Original Cancelled Cheque leaf.
 - i. Copy of Passport, OCI and PIO card in case of foreigners and NRI.
 - j. Copy of PAN Card (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)
5. Claim forms completed in all aspects will be verified by the Company and on the basis of Company's verification report, refund will be released by the IEPF Authority in favour of claimants' Aadhaar linked bank account through electronic transfer.

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 & Equity shares 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 CCL Products (India) Limited.

Signature of claimant with date

Stamp



Signature of witness:

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)

Indemnity bond

To
The Investor Education and Protection Fund Authority
.....

In consideration of the payment of Rs. and (no of shares) being the amount and shares due to me as Dividend on Equity shares 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.....) for the Financial Year..... from CCL Products (India) Limited 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.)