Procedure for Claiming Unpaid / Unclaimed Dividend and Shares from Investor Education and Protection Fund (IEPF)

Pursuant to the applicable provisions of the Companies Act, 2013 and the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, as amended from time to time ("IEPF Rules"), shareholders whose shares and/or unpaid or unclaimed dividend amounts have been transferred by the Company to the Investor Education and Protection Fund ("IEPF") Authority may claim the same from the IEPF Authority by following the procedure set out below.

A. Process for Claimants

1. Registration on MCA Portal:

The claimant is required to register on the Ministry of Corporate Affairs ("**MCA**") portal at www.mca.gov.in, if not already registered and log in using valid credentials.

2. Filing of Form IEPF-5 (Web Form):

After logging in, the claimant shall access and fill the IEPF-5 Web Form available on the MCA portal under the relevant IEPF / Investor Services section.

The claimant is advised to refer to the latest Instruction Kit for Form IEPF-5 available on the MCA / IEPF portal before filing the claim.

3. Submission of Documents to the Company / Nodal Officer:

After filing the IEPF-5 Web Form, the claimant shall send the duly completed set of physical documents to the Nodal Officer of the Company (or as otherwise advised by the Company / Registrar and Share Transfer Agent) for verification.

4. Documents Required:

The claimant shall submit the following documents, as applicable:

- Copy of the duly filed IEPF-5 Web Form along with copies of attachments uploaded therein, duly signed / self-attested by the claimant (and joint holder(s), if any);
- Copy of the acknowledgement generated after submission of Form IEPF-5;
- Original Indemnity Bond, duly executed in the prescribed format, with appropriate stamping / revenue stamp, wherever applicable;
- Original share certificate(s), if available, in case the shares were originally held in physical form;

- In case of loss of original share certificate(s), such additional documents as may be required for duplicate / entitlement verification, including affidavit(s), indemnity bond(s), FIR / police complaint, newspaper advertisement, or other documents as may be applicable;
- Cancelled cheque leaf of the claimant's bank account
- Self-attested copy of Client Master List (CML) / demat account statement not older than 2 months duly attested by Depository participant;
- Self-attested copy of PAN and Aadhaar (or such other valid identity / address proof, as applicable);
- In case of NRI / foreign shareholders, copy of Passport / OCI / PIO and such other duly notarized / apostilled documents, as may be applicable;
- In case of joint holding / transmission / deceased shareholder / name mismatch / address mismatch / legal heir claims, all supporting documents as may be required under the applicable IEPF Rules and as advised by the Company / Registrar and Share Transfer Agent;
- Any other document(s) as may be required to establish the entitlement of the claimant.

5. Important Note:

The exact documents may vary depending on the nature of the claim, such as:

- claim for dividend only;
- claim for shares and dividend;
- loss of original share certificate(s);
- transmission / death of shareholder;
- legal heir / nominee claim;
- mismatch in name, signature or address;
- NRI / foreign shareholder cases; etc.

Accordingly, shareholders are advised to contact the Company / Registrar and Share Transfer Agent (RTA) for case-specific guidance before filing the claim.

B. <u>Process for the Company</u>

Upon receipt of the physical documents from the claimant:

1. The Company shall verify the claim and supporting documents with the details submitted in the IEPF-5 Web Form;
2. The Company shall submit the IEPF-5 E-Verification Report Web Form online through the MCA portal, together with scanned copies of the relevant verified documents;
3. The Company shall submit the verification report within the timelines prescribed under the applicable IEPF Rules / MCA requirements;
4. No separate physical submission of documents to the IEPF Authority is required by the claimant or the Company under the present online process.

C. Processing by IEPF Authority

After submission of the verification report by the Company, the claim shall be processed by the IEPF Authority. The Authority may:

- approve the claim;
- seek resubmission / clarification / additional documents; or
- reject the claim,

depending upon the completeness of documents and verification.

Upon approval:

- the shares shall be credited to the claimant's demat account; and
- the dividend / other amount, if any, shall be credited to the claimant's bank account,

subject to approval by the IEPF Authority.

D. Contact Details

For any assistance / clarification in relation to IEPF claims, shareholders may contact:

Company:

Nodal Officer / Secretarial Department
Vishnu Chemicals Limited
Plot No. C-23, Road No. 8,
Film Nagar, Jubilee Hills,
Hyderabad – 500096
Phone: 040-23396817 / 23327723 / 29
Email: cs@vishnuchemicals.com / secretarial@vishnuchemicals.net
Website: www.vishnuchemicals.com

Registrar and Share Transfer Agent:

Bigshare Services Private Limited
(Unit: Vishnu Chemicals Limited)
306, Right Wing, 3rd Floor, Amrutha Ville,
Opp. Yashoda Hospital, Rajbhavan Road, Somajiguda,
Hyderabad – 500082, India
Tel: +91 40 23370295
Email: bsshyd1@bigshareonline.com
Website: www.bigshareonline.com

Disclaimer:
This guidance is intended for general information purposes only and is subject to the provisions of the Companies Act, 2013, the applicable IEPF Rules, circulars, notifications, clarifications, and procedural requirements issued by the Ministry of Corporate Affairs / IEPF Authority from time to time. In case of any inconsistency, the applicable statutory provisions and instructions issued by the concerned authorities shall prevail.