

## **Procedure For Claiming Unpaid Dividend by Shareholders in Case Same Has Not Been Transferred To IEPF**

### **Kind Attention: Shareholders**

In case a shareholder has not claimed/ not been able to receive dividend for any of the last years in which dividend has been declared by the company and which has not yet been transferred to the Investor Education & Protection Fund (IEPF), he /she can claim this unpaid dividend by following the below procedure: -

Shareholders may send a request letter to Registrar & Share Transfer Agent (RTA) requesting them to release the unpaid dividend by mentioning the Folio number/Client ID & DP-ID and the period for which dividend has not been received/ claimed by attaching the following documents to enable RTA/Company to release the unpaid dividend: -

In case DW/DD pertaining to the relevant years is not available with the shareholder, he /she can claim the unpaid dividend by sending a request to RTA along with the following details/documents:

- Self-attested Copy of PAN
- Self-attested Copy of Address Proof
- Cancelled Cheque or Updated Client Master List

On receipt of the above documents, RTA will verify the particulars and thereafter proceed to credit the amount against the outstanding dividends from the unpaid dividend available with the Company.

### **M/s. Beetal Financial & Computer Services (P) Ltd.**

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*Please Note:*

1. Section 124 of the Companies Act, 2013, read with Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 (“the Rules”), as amended, mandate the companies to transfer the dividend that has remained unclaimed/un-encashed for a period of seven years from the unpaid dividend account to the Investor Education and Protection Fund (IEPF). Further, the Rules also mandate that the shares on which dividend has not been claimed or encashed for seven consecutive years or more be transferred to the IEPF.

2. Shareholders are requested to update KYC (PAN, Address, Email ID, Bank account) and Nomination details of shareholders, who have not updated the same with RTA - in case of physical shareholding and with Depository Participant (DP) - in case of Demat shareholding
3. Request for release of unpaid dividend will be entertained only if all the details of the shareholder(s) i.e. signature, address and Bank details are matching with the details registered with Company/RTA.