



Baid Finserv Limited

Regd. Office: “Baid House”, IInd Floor, 1-Tara Nagar, Ajmer Road, Jaipur- 302006 Ph: 9214018855
E-mail: baidfinance@baidgroup.in Website: www.baidfinserv.com CIN: L65910RJ1991PLC006391

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 dividend amount and shares have been transferred by the Company to IEPF, they may claim their unclaimed or unpaid amount and/or shares directly from the IEPF Authority by submitting an online application in Form IEPF-5. The said Form IEPF-5 is available on website <https://mca.gov.in/content/mca/global/en/mca/e-filing/IEPF-Services/IEPF-5.html>.

STEPS TO FOLLOW:-

1. Claimant(s)/ Shareholder(s) are advised to approach to the Company/ Company's Registrar and Transfer Agent, MCS Share Transfer Agent Limited (“RTA”) at admin@mcsregistrars.com for issue of Entitlement letter along with all the required documents before filing of IEPF-5 claim form with IEPF Authority.
2. Before a claimant can file the IEPF-5 web form to reclaim shares, dividends, or other amounts transferred to the Investor Education and Protection Fund (IEPF), they must first register and create a user account on the Ministry of Corporate Affairs (MCA) V3 Portal i.e. www.mca.gov.in
3. Once the Entitlement letter is received from the Company/RTA, proceed to file IEPF-5 web-form for claiming the refund. Read the instructions provided on the website/instruction kit along with the web form carefully before filling the form.

Important Note: Only one Form can be filed for one financial year against one Aadhar Number and one Company. User can enter more than one claims in single form (Number of claims to be entered in field 6). In case more than one form is filed, either one or both forms are liable to be rejected by IEPF Authority.

4. The Basic details which are required for filing the IEPF-5 are as follows:-
 - Name, Address and Contact Details of the claimant
 - CIN of the Company i.e. L65910RJ1991PLC006391
 - Number of shares and dividend to be claimed (refer the Entitlement Letter issued by the RTA/Company)
 - Demat Account Number and Aadhar Number. In case of Foreign National, OCI/PIO Card number is to be mentioned.
 - Bank account number, Bank name, and Bank branch, Type of account and IFSC code. Please ensure that the bank details that are registered with your Depository Participant



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(if shares are in Demat form) are entered in this field. In case of Indian Nationals, Bank Account Number must be linked to the Aadhar Card.

5. The Claimant/Shareholder shall take print out of the web form IEPF-5 and submit the original application along with the required documents as mentioned in point 5, duly self-attested (including the joint holder, if any) to the Registered Office of Baid Finserv Limited addressed to the Nodal Officer as under with the envelope marked as “Claim for refund from IEPF Authority” for initiating the verification claim:

Mr. Aman Baid (Nodal Officer)

Baid Finserv Limited,

Baid House, IInd Floor, 1, Tara Nagar,

Ajmer Road, Jaipur, Rajasthan, India, 302006

6. The other documents required to be submitted along with IEPF-5 form are as follows:
 - Proof of entitlement -Original Share Certificate (if shares are in physical form), Dividend Warrant (if any)
 - Copy of Client Master List (Self-attested)
 - Copy of Aadhaar Card (Self-attested)
 - Copy of PAN Card (Self-attested)
 - Copy of Passport, OCI and PIO card in case of foreigners and NRI
 - Original Cancelled Cheque leaf
 - In case any joint holder is deceased, notarised copy of death certificate to be attached
 - Indemnity Bond (original) with signature of claimant, joint holders and two witnesses
 - a. On a plain paper if the amount claimed does not exceed Rs.10,000
 - b. In case of refund of shares or if the amount claimed exceeds Rs.10,000-On a non-judicial stamp paper of the value as prescribed under the Stamp Act, where the shareholder resides. **(Format of Indemnity Bond is auto-generated after uploading of form IEPF-5) or**
 - Advance Stamped Receipt (original) with signature of claimant and two witnesses. A revenue stamp is to be affixed and cancelled, preferably by signature of the claimant across the stamp.
 - Other optional documents, (if any)

Please note that in case of non-receipt of documents by the Authority after the expiry of ninety days from the date of filing of Form IEPF-5, the Authority may reject Form IEPF-5, after giving an opportunity to the claimant to furnish response within a period of thirty days.

The Authority shall, if the claim is approved:



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- a. Credit the Dividend amount to the claimants' Aadhaar linked bank account through electronic transfer and
 - b. In case of request for credit of shares, credit the shares to the claimant's Demat account.
7. The Company will verify the details of the claim and various documents submitted by the shareholder and submit the original documents with enclosures received from the claimant/shareholder.
8. On the basis of Verification Report and the documents submitted by the company, IEPF Authority, would either:
 - a. Approve the claim,
 - b. Ask the shareholder to resubmit the required documents in case of any discrepancy
9. In case IEPF Authority requests the shareholder to resubmit any documents, shareholders will forward the required documents to the Nodal Officer. On receipt of the revised documents from the shareholder, Nodal Officer would forward the revised Verification Report to IEPF Authority for settlement of the claim of the shareholder. In case the claim is rejected by the IEPF Authority, the shareholder will file form IEPF-5 again.