

PROCEDURE FOR CLAIMING DIVIDEND AND SHARES FROM IEPF AUTHORITY

Shareholders of the Company, whose shares, unclaimed or unpaid dividend amount has been transferred by the Company to IEPF Authority pursuant to Section 124 of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, may claim shares or unclaimed dividend amount from IEPF Authority. Following are the procedures to be followed for the time being in force.

Step 1:

Shareholder to contact the Company/Registrar and Transfer Agent (RTA) of the Company i.e. Integrated Registry Management Services Pvt Ltd and obtain details of year wise dividend entitlement and shares transferred to IEPF Authority before proceeding with Step No 2. **(Refer Q 1)**

Step 2:

Shareholder to visit the website of IEPF Authority (<http://www.iepf.gov.in/IEPF/refund.html>), and download **Form IEPF –5**. Shareholder to fill in online application and upload Form **IEPF-5** on the website of IEPF Authority.

Step 3:

Shareholder to take print of the e-form IEPF – 5 and submit original application with the required documents duly self-attested (including the joint holder) addressed to the Nodal Officer / Company Secretary, M/s.Sundaram Brake Linings Limited (“SBL”) Regd. Office: Padi, Chennai – 600 050 **(Refer Q2 and Q3)**

Step 4:

“SBL will verify the details of the claim and various documents submitted by the shareholder and submit the original documents with enclosures received from the shareholder/claimant with Verification Report to IEPF Authority, by speed post.

Step 5:

On the basis of Verification Report and the documents submitted by SBL, IEPF Authority, in turn would: (i) Approve the claim, (ii) Instruct the shareholder / Company, to resubmit the required documents in case of any discrepancy,

Step 6:

In case IEPF Authority requests the shareholder to resubmit any documents, shareholders to 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 to follow the Step 1-5 stated above.

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Q1) How to Contact the Company /RTA for Step 1?

Kindly communicate with the Company / RTA to obtain details of year wise dividend entitlement and shares transferred to IEPF Authority at:

company.secretary@tvssbl.com or kalyan@integratedindia.in or corpserv@integratedindia.com / contact the Company's RTA representative at following numbers: 044 28140802 or 28140803

Q2) How to Submit Form IEPF-5 to SBL for Step 3?

The shareholder has to forward a self-attested copy of e-form IEPF-5 and acknowledgement along with original required documents immediately (listed below), addressed to Nodal Officer as under;

Pradeep Kumar Nath (Nodal Officer / Company Secretary),

M/s. Sundaram Brake Linings Limited
Regd. Office: Padi, Chennai – 600 050
Phone:+91 44 2625 7853

with the envelope marked as "Claim for refund from IEPF Authority" for initiating the verification for claim.

Q3) What are the requisite documents to be submitted by the shareholders along with copy of e-form and acknowledgement for Step 3?

- a) Indemnity Bond on Rs.200/- non judicial stamp paper (original) with signature of claimant, joint holders and two witnesses, where the shareholder resides.
- b) 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.

Please ensure to provide date, place and signature of claimant and witnesses on the Indemnity Bond and the Advance Receipt. The place and date of execution by the claimant and witnesses should be the same.

The format for indemnity bond and Advance Receipt are given in the website of IEPF Authority: <http://www.iepf.gov.in/IEPF/refund.html> as part of the IEPF-5 instruction kit

- c) Proof of entitlement - Original Share Certificate (if shares are in physical form), Dividend Warrant (if any)
- d) Copy of Client Master List
- e) Copy of Aadhaar Card
- f) Copy of PAN Card
- g) Copy of Passport, OCI and PIO card in case of foreigners and NRI
- h) Original Cancelled Cheque leaf
- i) In case any joint holder is deceased, notarised copy of death certificate to be attached
- j) Affidavit for mis-match of name
- k) Affidavit for mis-match of address
- l) Other optional documents, (if any)

Note:

- (i) All the above documents in points (d) to (f) are required to be self –attested by claimant and joint holder (if any).

- (ii) If any of the document is any other language other than English, a translated copy duly attested by a notary public to be furnished

Please note that in case of non-receipt of the required documents to be provided by the shareholder(s), the Authority may reject Form IEPF-5, after giving an opportunity to the claimant to furnish response within a period of thirty days. Therefore, we request shareholders to submit all the required documents immediately to the Nodal Officer.

If the claim is approve, the Authority shall, (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.

PROCEDURE FOR CLAIMING DIVIDEND AND SHARES FROM IEPF AUTHORITY BY THE LEGAL HEIRS OF THE DECEASED SHAREHOLDER IF THE SHARES ARE HELD IN SINGLE/SOLE NAME

In addition to the above procedures relating to IEPF, the legal heirs of the deceased has to comply with the procedures for transmission of shares first. The procedures for transmission of shares is available in 'Help Desk' section.