

## **Checklist for IEPF Refund**

Any person, whose shares, unclaimed or unpaid amount has been transferred by the company to IEPF may claim their refunds to the IEPF authority. For claiming such amount, claimant needs to file form IEPF-5 along with requisite documents as prescribed below. Access link to the refund webpage of IEPF Authority is [www.iepf.gov.in/IEPFA/refund.html](http://www.iepf.gov.in/IEPFA/refund.html)

### **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 upload the duly filled form in the upload link on the website of IEPF Authority by following the instructions given. On successful uploading an acknowledgement/challan will be generated indicating the SRN. Please note the SRN for future tracking of the form.
3. **Steps to be followed after Form upload:**

Claimant has to take a printout of the duly filled IEPF-5 and the acknowledgement/challan generated after uploading the form. Claimant has to send the attachments prescribed below along with a self-attested copy of e-form and challan to Nodal Officer (IEPF) of the company at its registered office in an envelope marked "***Claim for refund from IEPF Authority***" for initiating the verification for claim.

1. Indemnity Bond (original) with claimant signature as per format given in Annexure I to be executed for claiming Dividend outstanding:
  - a. On a non-judicial Stamp Paper of the value as prescribed under the Stamp Act (as applicable to each state) if the amount of the claim is Rs.10,000 or more. Please ensure to enter date, place and Signature of claimant and witness.
  - b. On a plain paper if the amount claimed does not exceed Rs.10,000.
2. In case of refund of shares, on a non-judicial Stamp Paper of the value as prescribed under the Stamp Act (as applicable to each state) as per format given in Annexure II.
3. Advance Stamped receipt (original) with signature of claimant and two witnesses. Format is given at Annexure III.
4. Copy of Aadhaar Card (For Indian Nationals)
5. Proof of entitlement (share certificate)
6. Cancelled Cheque leaf
7. Copy of Passport, OCI and PIO card in case of foreigners and NRI
8. Other optional document,(if any)

**Address of Nodal Officer of the Kanan Devan Hills Plantations Company (P) Ltd.**

Sri. Manoj Prabhakaran Pillai,  
Company Secretary  
Kanan Devan Hills Plantations Company Private Ltd  
Finance Department  
KDHP House, Aluva Munnar Road  
Munnar -685612  
Kerala  
Ph: 04868 – 255000

4. In case, claimant is a legal heir or successor or administrator or nominee of the registered security holder, he has to ensure that the transmission process is completed by the company before filing any claim with the Authority. The company will verify all requisite documents required for registering transfer or transmission and will issue a letter to the claimant indicating his entitlement to the said security.
5. Claim forms completed in all aspects will be verified by the concerned company and on the basis of company's verification report; refund will be released by the IEPF Authority:
  - to the Dividend amount claimed, in favor of claimants' ***Aadhaar linked Company account*** through electronic transfer to the extent of the claimant's entitlement.
  - to the shares claimed into the folio of the shareholder or the new folio of the nominee / legal heir if he /she is a permanent employee of the Company or an existing shareholder of the Company otherwise these shares has to be transferred to a permanent employee.
6. 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 claimant shall file only one consolidated claim in respect of a company in a financial year.

**Annexure I**

**Indemnity bond**

To

The Investor Education and Protection Fund Authority

.....

In consideration of the payment of Rs. .... being the amount due to me as ..... (Dividend on Equity / Preference shares / matured deposits / matured debentures / application money 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 ..... out of the Investor Education and Protection Fund by the Authority, I .....son / 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

**Annexure II**

**FORMAT OF INDEMNITY BOND**

(To be executed on a non-judicial Stamp Paper of the value as prescribed under the Stamp Act of respective states from where the indemnity Bond is executed)

This Indemnity agreement made this the ...day of ..... by ..... referred to as principal parties in favour of The Kanan Devan Hills Plantations Company (P) Ltd., hereinafter referred to as the Company. Whereas I/We am/are a shareholder(s) of the Company and holding equity shares as per the details given below:

<b>Folio No.</b>	<b>No. of Shares</b>

and whereas the shares pertaining to the above mentioned folio has been transferred by the Company to the IEPF Authority under sub-section 6 of Section 124 of the Companies Act 2013. I/We has been filed Form IEPF-5 on ..... day of ..... , 20.. in such manner and procedure as prescribed under the Act requesting for reverting the share(s) transferred by the Company to the IEPF Authority and necessary documents pertaining to the same has been produced before the Company for due verification.

Now this indemnity agreement witnesseth that in consideration of the IEPF Authority, I/We do hereby agree and undertake to indemnify the Investor Education and Protection Fund Authority to the extent of any claim not exceeding the shares hereinbefore mentioned which may be preferred against the Investor Education and Protection Fund Authority, and which it has to lawfully discharge.

I/We undertake to hold the Company, its agents, servants, etc. harmless and indemnified against any claims exceeding the shares hereinbefore mentioned and the amounts in consideration of the Company on lawfully discharging its obligation in reverting the share(s) back to me/us from the IEPF Authority.

Name of the Shareholder

Signature of the Shareholder

In witness thereof I/We have signed this on the day and the year mentioned above.

1. Signature with date

Name

Address

2. Signature with date

Name

Address

**Annexure III**

**Advance Receipt**

Received from the Investor Education and Protection Fund Authority the sum of Rs.....  
being the amount payable to me from the Investor Education and Protection Fund as .....  
(Dividend on Equity / Preference shares / matured deposits / matured debentures / application  
money 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  
.....

Signature of claimant with date

Affix Revenue stamp of Re.1
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Signature of witness:

1. Signature with date  
Name  
Address

2. Signature with date  
Name  
Address