IEPF Procedure

Shareholders are requested to first send scanned copies of all the required documents to the Company's email ID (cel.investor@adityabirla.com). Physical copies of the documents should be dispatched only after receiving confirmation from the Company.

(A) **Obtain Entitlement Letter:**
Submit the following documents for issuance of the Entitlement Letter.

1. Request letter signed for issuing LETTER OF ENTITLEMENT.
2. Self-attested copies of PAN Card and Aadhar Card of all the registered shareholder, nominee and witness (if added nominee).
3. The self-attested latest Client Master List (CML) of demat account duly signed and verified by DP official with Stamp (the CML should not be older than 2 months).
4. Duly filled and signed KYC Forms ISR-1, ISR-2, and ISR-3 (or SH-13, as applicable), along with and original cancelled cheque with the name of the Shareholder(s) printed on it
5. Shares held in Physical Original and valid share certificate(s)
6. After verification of the documents, the Nodal Officer of the Company will issue the Entitlement Letter to the Claimant. The Entitlement Letter will specify the shares and dividend eligible for the claim.

Note:

- **Shares held in Demat Form and transferred to IEPF- Transaction Statement Mandatory**
- **In case investor is in possession of any old FV Certificate, it must also be surrendered**

(B) Investor is required to File for E Form IEPF 5 on MCA portal after received Entitlement letter.

1. Fill Form IEPF-5 online.
2. Claimant should ensure that the number of shares and dividend details mentioned in the IEPF 5 correspond with the details mentioned in entitlement letter
3. Upload the scan copy of the required documents, including the Entitlement Letter online portal.
4. Send Documents to the Company/RTA after successful submission of Form IEPF-5.
5. After filing Form IEPF-5, download, print, sign on each page of the Form & Acknowledgement and send the complete set of documents including all the attachments documents to the Company/RTA
6. Original Entitlement Letter
7. Indemnity Bond executed on Rs. 500/- Non-Judicial Stamp Paper duly signed and notarized.
8. The witness must not be a relative of the claimant.
9. Self-attested copies of PAN Card and Aadhar Card of all the registered shareholder and witnesses.
10. Updated self-attested Client Master List (CML) duly attested by the Depository Participant (the CML should not be older than 2 months).
11. Original Cancelled Cheque

The claimant should ensure that the complete physical set is delivered to the Company/RTA immediately after filing IEPF-5, to enable timely verification. After dispatching the physical documents, the Claimant should upload the courier/tracking details on the MCA/IEPF portal.

Note:
Verification and release of Claim by IEPF Authority Upon approval of the claim by the IEPF Authority, the securities and eligible amounts will be processed/released in accordance with the Authority’s approval.