

## **Claiming Dividend from the Company having shares in physical form**

- a) An application signed by Shareholder to claim dividend from the Company.
- b) Attach Dividend warrant along with the application.
- c) Complete KYC updates as per procedure given in KYC update.
- d) All documents should be **signed and dated**.
- e) Up-dation of Bank details with Company is mandatory for claiming dividend.
- f) Follow the procedure to update Bank details.
- g) Please mention your email id in application for e-mail id Update.
- h) E-mail the **duly filled, signed and dated** documents on RTA email id with cc to Company e-mail id.
- i) Courier the original documents to the address of Registrar and Transfer Agent.
- j) E-mail the courier slip as proof of dispatch to RTA email id with cc to Company e-mail-id.
- k) Email id and Address of RTA and the Company has been mentioned in **General Information Section**.