

Detailed, crisp, step by step procedure for claiming dividend and shares from IEPF

1. Identify Unclaimed Amount / Shares

- Shareholders need to check from:
 - Company website (Investor section)
 - IEPF portal search facility (<https://iepf.org.in/>)

And verify:

- Folio / DP ID – Client ID
- Dividend year(s)
- Number of shares transferred to IEPF

Initial verification to be conducted by shareholders to ascertain that the dividend and shares transferred to IEPF.

2. Obtain Entitlement Letter

Shareholders need to contact either Company or our Registrar and Transfer Agent (RTA) i.e. Kfin Technologies Limited by providing basic information PAN, Folio details, along with request letter seeking Entitlement Letter (EL). The EL is required for filing of Form IEPF i.e. claiming of dividend and shares from IEPF.

3. Register on MCA Portal

- Create login on MCA website
- Ensure name matches PAN/Aadhaar exactly
- Keep login active while filing form

4. Filing of Web Form IEPF-5

- Access IEPF-5 via MCA portal
- Fill details carefully:
 - Company CIN
 - Claim type (dividend / shares / both)
 - Folio / DP ID
 - Number of shares / amount
- Upload supporting documents i.e. EL, Indemnity & Affidavit, Client Master List, Cancelled Cheque with name on it, Transaction Statement, KYC docs i.e. PAN & Aadhar & Proof of entitlement (share certificate / transaction proof).

5. Generation of SRN

- On successful submission:
 - **SRN (Service Request Number)** is generated
- SRN used for:
 - Tracking status
 - Future correspondence

6. Preparation of Physical Document Set

Post submission following documents are required to be sent to Company for filing of e-verification report at the address given below:

- Printout of Form IEPF-5 – self attested
- SRN acknowledgement copy – self attested
- Self-attested PAN & Aadhaar
- Client Master List (CML)
- Cancelled cheque with Name on it.
- Proof of entitlement (share certificate / transaction proof)
- Other attachments as attached to the Form like:
 - Indemnity Bond
 - Affidavit
 - Entitlement Letter
 - Demat statement

Addressing to Company Secretary:

Sasken Technologies Limited

139/25, Ring Road, Domlur, Bengaluru - 560071

7. Verification by Company / RTA

- Company verifies the Shareholding records, KYC documents and with RTA.
 - If correct then submits **e-Verification Report (EVR)**
 - If discrepancy then communicates to claimant to rectify and re-submit

8. Processing by IEPF Authority

- Based on EVR:
 - IEPF Authority examines the claim

IEPF Authority either approves or sends for re-submission for want of documents.

9. Refund / Credit of Shares

- Upon approval:
 - Dividend will be credited to bank account which was mentioned in the form.
 - Shares will be credited to designated demat account

Key Points:

- Shareholders are allowed to submit one consolidated claim per financial year.
- Ensure that the Name matching across all documents and demat account.
- The demat account and Bank should be active.