

**PROCEDURE FOR CLAIMING SHARES AND DIVIDEND AMOUNTS FROM
INVESTOR EDUCATION AND PROTECTION FUND AUTHORITY (“IEPF AUTHORITY”)**

1. Applicant is required to open a Demat Account with National Securities Depository Limited / Central Depository Services (India) Ltd (CDSL) (Depository(ies), as shares will be released by the IEPF Authority in favour of Claimant(s) only in the Demat Account of the Claimant(s). (kindly ignore if already opened).
2. Download Form IEPF-5 from the IEPF website of MCA @ <http://www.iepf.gov.in>.
Read the instructions provided on the website / instruction kit along with the e-form carefully before filling the form.
3. Fill the required fields in the form, save it on your computer and submit the duly filled form by following the instructions given in the upload link on the website.
4. On successful uploading of Form on MCA Portal, an acknowledgement / challan will be generated indicating the Service Request Number (SRN). For tracking the status of the claim for credit of shares / of refund of dividend amount as the case may be, the SRN generated need to be referred.
5. Take a printout of the duly filled IEPF-5 and the acknowledgement issued after uploading the form.
6. Prepare the following documents:
 - i. In case of claiming the amount of dividend, Indemnity Bond on a non-judicial stamp paper of the value as prescribed under the Indian Stamp Act, 1899 if the amount of claim is Rs.10,000/- or more. However, on a plain paper if the amount claimed does not exceed Rs.10,000/- (for format and stamp duty refer page 9 of instruction kit).
 - ii. In case of refund of shares, Indemnity Bond on a non-judicial stamp paper of the value as prescribed under the Indian Stamp Act, 1899.
 - iii. Advance Stamped receipt (for format refer page 8 of instruction kit) with signature of claimant and two witnesses.
7. Documents mentioned at point no. 4 and 6 along with a copy of acknowledgement, self-attested copy of e-form and other documents as mentioned in the Form IEPF-5 be sent to Mr. S. Sampath Kumar, Company Secretary and Compliance Officer, the Nodal Officer of the Company at the Registered Office of the Company (Address given below) in an envelope marked "Claim for refund from IEPF Authority". The documents as mentioned in the Form IEPF-5 are:
 - a) Copy of Aadhaar Card and if joint holders are there, Copy of Aadhar card of all the joint holders (for Indian Nationals)
 - b) Proof of entitlement (Original Security Certificates / Interest Warrant / Dividend Warrant, Application No etc.)
 - c) Original cancelled cheque leaf
 - d) Copy of Passport / OCI / PIO card (for Foreigners / NRI)
 - e) In case any Joint holder is deceased, Copy of Death certificate to be attached

The Address of the Registered Office is:

SQS India BFSI Limited, No. 283/3 & 283/4, Prince Infocity II, 6A, 6th Floor, Rajiv Gandhi Salai (OMR), Kandanchavadi | Chennai – 600 096.

8. On receipt of documents, completed in all aspects will be verified by the Nodal officer of the Company and the same will be sent to IEPF Authority. On the basis of Company's verification report, refund will be processed by the IEPF Authority in favor of claimants' Aadhaar linked bank account through electronic transfer and shares in the Demat Account of the claimant.

After credit of shares in the demat account by the authority, you may provide the following documents to Cameo Corporate Services Limited, 'Subramanian Building', No.1, Club House Road, Chennai - 600 002, Registrar and Transfer Agents of the Company to claim the other dividends which are still lying unpaid with the Company.

- a) A request letter duly signed by shareholder
- b) Copy of PAN CARD duly attested
- c) Copy of Address Proof duly attested
- d) Latest client master list in original.
