

**Guidelines for claiming Dividend unpaid amount and shares out of
Investor Education and Protection Fund (IEPF)**

Investor Education and Protection Fund (IEPF) is for the promotion of investor Awareness and protection of the interests of investors in India. The dividend which remains Unpaid or Unclaimed for a period of 7 years from the date of transfer to special account is transferred along with interest accrued to IEPF.

We have taken into consideration only the claim of dividend and equity shares while preparing these guidelines whereas as per the Act, any person whose shares, unclaimed dividend, matured deposits, matured debentures, application money due for refund, or interest thereon, sale proceeds of fractional shares, redemption proceeds of preference shares, etc. has been transferred to the Fund, may claim the shares under provision to sub-section (6) of section 124 or apply for refund, under clause (a) of sub-section (3) of section 125 or under proviso to sub-section (3) of section, the case may be, to the Authority by making an application in Form IEPF-5 under his own signature.

**PROCEDURE FOR CLAIMING SHARES AND/OR DIVIDEND AMOUNT FROM IEPF
AUTHORITY**

1. The Shareholder is required to download the e-form IEPF-5 with Instruction kit from the IEPF Authority website (<http://www.iepf.gov.in/IEPF/refund.html>) for filling the claim for refund.
2. The instructions provided on the website/instructions kit along with the e-form carefully before filling the form.
3. After filling the e-form save it on your computer and upload the duly filled form in the upload link on the website of IEPF Authority (redirected to MCA21).
4. Login using your ID and password (New user registered yourself).
5. After login, click on normal upload. Click on Browse and attached the form and click to submit.
6. SRN will be generated and you will ask for payment option (Pay now or Pay Later).
7. Click on Pay now (Fees is Zero), for just upload your e-form.
8. On the successful uploading e-form an 'acknowledgement/challan' will be generated indicating the Service Request Number (SRN).
9. Shareholder are requested to note the future tracking of the status of the claim for credit of shares/ refund of dividend amount as the case may be, the SRN generated need to referred.
10. Take a printout of the duly filled IEPF-5 and the acknowledgement/challan issued after uploading the form.

11. The Shareholder has to forward self-attested copy of e-form with acknowledgement/challan, along with original indemnity bond, Advance Stamped receipt and other documents mentioned in the e-form IEPF-5 to **Nodal Officer (IEPF)** of the Company at its registered office in an envelope marked “Claim for refund from IEPF Authority”.

12. Indemnity Bond

Indemnity Bond (original) need to be executed in a non-judicial Stamp Paper in the format given in **Annexure II** for claiming shares and / or dividend amount.

- a) For claiming dividend amount not exceeding ₹ 10,000/-, Indemnity Bond need to be executed on a plain paper.
 - b) In case of dividend amount exceeding ₹ 10,000/- Indemnity Bond need to be executed in a Non-judicial Stamp Paper of value as prescribed under the Stamp Act of the State, where the shareholder resides.
 - c) In case of refund of shares and dividend amount, on a non-judicial Stamp Paper of the value as prescribed under the Stamp Act of the State where the shareholder resides.
13. Advance Receipt (original) with signature of claimant and two witnesses. (Format is given in **Annexure I**).
14. In case of refund of matured deposit or debenture, or bonds, or where shares (in physical form) are claimed original certificate thereto.
15. Copy of Aadhaar Card of the claimant and if joint holders are there, Copy of Aadhar card of all the joint holders. In case any Joint holder is deceased, Copy of Death certificate to be attached.
16. Copy of Passport, OCI and PIO card in case of foreigners and NRI.
17. Copy of PAN Card (mandatory in case of claim for shares).
18. Proof of entitlement (Certificate of share/Interest warrant/dividend warrant, Application No. etc.)
19. Cancelled Cheque leaf.
20. Client Master List of De-mat A/c of the claimant.
21. Other optional documents. (if any).

DETAILS OF NODAL OFFICER (IEPF)

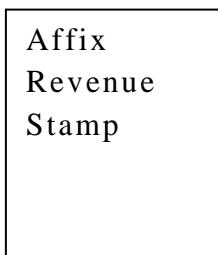
Shri Girish Solanki
Gujarat Ambuja Exports Limited
Regd. Office: ‘Ambuja Tower’, Opp. Sindhu Bhavan,
Sindhu Bhavan Road, Bodakdev,
P.O. Thaltej, Ahmedabad, Gujarat, 380059
Tel.: 079-61556677

Advance Receipt

Received from the Investor Education and Protection Fund Authority the sum of ₹..... and No. of Shares being the amount and shares 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 M/s. Gujarat Ambuja Exports Limited.

Signature of claimant with date

Stamp



Signature of witness:

1. Signature with date

Name

Address

2. Signature with date

Name

Address

*** Please ensure to affix Revenue Stamp with crossed Signature to avoid delay in processing of the claim**

Strike off whichever is not applicable

Indemnity bond

To
The Investor Education and Protection Fund Authority
.....

In consideration of the payment of ₹..... and No. of shares..... being the amount and shares 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 M/s. Gujarat Ambuja Exports Limited out of the Investor Education and Protection Fund by the Authority, Ison /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

***For ensuring timely processing of the claim, please ensure to make all the entries
#Strike off whichever is not applicable**