

## Procedure For Claiming Dividend and / or Shares Transferred to Investor Education and Protection Fund (IEPF)

### A) Apply for Entitlement Letter from Company

**Step 1:** Submit request letter to OnMobile Global Limited (Company/OGL) or KFIN Technologies Limited (RTA) (*refer Note 1*) along with self-attested copy of documents. (*refer Note 2*)

**Step 2:** Submitted documents shall be scrutinized by the Company in consultation with RTA.

**Step2a:** If the documents are in order, as per IEPF Rules, the Company shall issue the Entitlement Letter.

**Step2b:** In case the submitted documents contain discrepancies-

- i. RTA shall communicate discrepancies to the Claimant and return the documents.
- ii. Claimant to rectify the discrepancies and resubmit the documents.
- iii. If the resubmitted documents are in order, as per the IEPF Rules, the Company shall issue Entitlement Letter.

## B) Post obtaining Entitlement letter submit web form IEPF-5

**Step 3:** Visit MCA Portal ([www.mca.gov.in](http://www.mca.gov.in)) > Go to MCA services > [IEPF Related Services](#) > IEPF5 web form . Fill webform and upload complete set of documents along with self-attested Entitlement letter. Download the filled Form IEPF 5.

**Step 4:** Dispatch the self attested copy of Form IEPF 5 and Entitlement Letter to the Company / RTA through Post or courier.

**Step 5:** Upload the Postal receipt or courier receipt on the IEPF Portal

## C) Scrutiny of Form IEPF 5

**Step 6a:** On receipt of documents stated in Step 4, the Company shall file e-Verification report (EVR) with IEPF Authority **approving** the claim.

**Step 6b:** In case of non-receipt of documents stated in Step 4, the Company shall file EVR with IEPF Authority **rejecting** the claim.

**Step 7a:** IEPF Authority, may approve the claim.  
(Refer Note 3)

**Step 7b:** IEPF Authority may request a resubmission of an EVR by notifying the Claimant to provide clarification or additional documents, marking a copy to the Company.

**Step 7c:** IEPF Authority may reject the claim.

**Step 8a:** Claimant to submit clarification or additional documents within a week, to enable Company to resubmit the EVR.

**Step 8b:** Claimant to again follow Steps 1 to 5.



**Notes:**

**1) Name and Address:**

Nodal Officer	Registrar and Transfer Agent (RTA)
P V Varaprasad Company Secretary OnMobile Global Limited Tower#1, No. 94/1C & 94/2 Veerasandra Village Attibele Hobli, Anekal Taluk, Electronic City Phase-1 Bangalore - 560 100, Karnataka, India P : +91 80 4009 6000   F : 91 80 4009 6009 Email: <a href="mailto:Investors@onmobile.com">Investors@onmobile.com</a>	KFIN Technologies Limited Selenium Building, Tower-B, Plot No 31 & 32, Financial District, Nanakramguda, Serilingampally, Hyderabad, Rangareddy, Telangana India - 500 032 Email: <a href="mailto:einward.ris@kfintech.com">einward.ris@kfintech.com</a> Toll Fee No.: 1-800-309-4001

Self-attested copies of documents for obtaining Entitlement letter should be sent in an envelope marked as "Claim for refund from IEPF Authority" for verification.

**2) Documents to be submitted for issue of Entitlement letter:**

- Copies of Aadhaar Card of the claimant and joint holders if applicable.
- Copy of Passport, Overseas Citizenship of India (OCI) card and Person of Indian Origin (PIO) card in case of foreigners and Non-Resident Indian (NRI).
- Copy of Client Master List (CML) of Demat A/c of the claimant.
- Proof of entitlement (Certificate of share/Interest warrant/Dividend warrant, Application No. /Statement of transaction etc.) as applicable.
- Indemnity bond (IB) to be executed on Non judicial stamp paper (format to be obtained from RTA)  
**Please note:** IB is to be executed within 6 months from date of purchase of Non judicial stamp paper.
- Self-attested copy of PAN card to verify the PAN details mentioned in the web form IEPF-5.
- Original cancelled cheque leaf:
  - Single holder: bearing name of the claimant
  - Joint holder: bearing names of both the holders or one of the holder along with 'no objection letter' from another holder.
- Original Share certificate for Shareholder holding shares in physical form.
- Any other documents, as may be needed in case of transmission or loss of share certificates, if applicable (Additional document to be provided as per instructions given in help kit for web form IEPF 5)

**3) On approval of IEPF 5 claim**

Claimant shall follow up with IEPF Authority directly for release of shares and dividend. The Company has no control over the release of shares/dividends transferred to IEPF Authority.



➤ **Helpdesk IEPF Authority:**

<b>Contact number</b>	14453
<b>Address</b>	Ground Floor, JeevanVihar Building, 3, Sansad Marg, New Delhi – 110001
<i>For any grievance, please mail to <a href="mailto:iepf@mca.gov.in">iepf@mca.gov.in</a></i>	

- Investors are informed that after verification of the documents submitted and in case of change in signature / non-availability of signature / inability to sign due to old age or health problem / difference in name / requirements related to enhanced due diligence, additional documents will be called for, viz. Affidavit, Government Gazette, proof of identity / address, PAN and bank details, and such other additional procedures / documents, as applicable.
- Please note that in case of non-receipt of documents by IEPF Authority after the expiry of sixty days from the date of filing of web form IEPF-5, IEPF Authority may reject web form IEPF-5, after giving an opportunity to the claimant to furnish response within a period of thirty days from date of receipt of letter from IEPF Authority.