

## NCC Limited

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### **Pre requisites for submission of form IEPF - 5 for claiming unpaid dividend amounts and shares from Investor Education and Protection Fund Authority to avoid rejections:**

Sl. No.	Document details	Submission procedure
1	Hard Copy of Form IEPF-5.	<ul style="list-style-type: none"> <li>▶ Submit print out of duly filled and uploaded claim form IEPF-5 with claimant signature on each page of the claim form. If the shares are held in joint names, the claim should be submitted jointly and the claim form shall be signed by all the joint holders respectively.</li> <li>▶ No entry should be handwritten. Manual correction in the claim form is not allowed.</li> <li>▶ The name appearing on the claim form and Share certificate shall be the same. For name correction, if any, the applicant is advised to approach RTA with necessary documents before submission of IEPF claim.</li> <li>▶ DP ID and Client ID are required to be mentioned in full.</li> <li>▶ All the details mentioned in the claim form shall be in confirmation with the documents provided.</li> <li>▶ Submit a self attested copy of the acknowledgement form issued by the Ministry of Corporate Affairs on filing of Form IEPF-5.</li> <li>▶ In case of death of any of the joint holders, approach R&amp;T Agent for the purpose of name deletion of the deceased and after the name deletion process is completed file claim through IEPF-5.</li> <li>▶ In case of transmission of shares, approach R&amp;T Agent for the purpose of transmission of shares and after the completion of share transmission file claim through IEPF-5 along with self attested copy of confirmation received from RTA.</li> </ul>

Sl. No.	Document details	Submission procedure
2	Indemnity Bond	<ul style="list-style-type: none"> <li>▶ Submit Original copy of Indemnity Bond executed on a non judicial stamp paper of ₹200/- duly notarized. (Format in Annexure II of the Instruction kit of Form IEPF-5).</li> <li>▶ The Indemnity bond shall be duly signed and dated by the claimant and witnesses.</li> <li>▶ Each page of the Indemnity Bond shall be self attested.</li> <li>▶ All details of claim are to be filled in the Indemnity Bond.</li> </ul>
3	Advance Receipt	<ul style="list-style-type: none"> <li>▶ Submit original copy of Advance Stamped Receipt (Format as provided in Annexure I of the Instruction Kit of Form IEPF-5) duly signed and dated by the claimant and witnesses.</li> <li>▶ A revenue stamp shall be affixed to the Advance Receipt and the Claimant shall sign across the Revenue stamp affixed.</li> </ul>
4	Proof of entitlement	<ul style="list-style-type: none"> <li>▶ Submit original share certificate as a proof of entitlement. Photocopy of the share certificates shall not be accepted.</li> <li>▶ In case shares are held in Demat form, statement from Depository Participant duly attested by the applicant to be submitted along with claim form.</li> </ul>
5	PAN Card and AADHAR Card or Passport, OCI and PIO	<ul style="list-style-type: none"> <li>▶ Submit self attested copy of PAN card and AADHAR card.</li> <li>▶ In case the claimant is a Foreigner or Non Resident Indian, submit copy of Passport, OCI and PIO.</li> </ul>
6	Client Master List.	<ul style="list-style-type: none"> <li>▶ Submit self attested copy of Client Master List of Demat Account of the claimant.</li> </ul>
7	Original Cancelled Cheque Leaf	<ul style="list-style-type: none"> <li>▶ Submit original cancelled cheque leaf with name of the applicant printed on the cheque.</li> <li>▶ The bank details provided in the claim form IEPF-5 shall be in conformity with the details provided in the cancelled cheque</li> </ul>