



## **SMC GLOBAL SECURITIES LIMITED**

### **Procedure for claiming dividend and shares from IEPF Authority**

Any shareholder of the Company, whose shares, unclaimed or unpaid dividend amount has been transferred by the Company to IEPF, may claim his/her shares or dividend amount from IEPF authority, by complying the following procedure:

1. Download the e-Form IEPF-5 from the website of Ministry i.e. <http://www.iepf.gov.in>. Read the instructions provided in the instruction kit of the form carefully before proceeding with filing.
2. Fill in the required information in the said form and submit the online application in the said e-Form along with the fee as may be prescribed by Central Government. Upon uploading the form, an acknowledgement will be generated indicating the SRN.
3. Take the print out of the said form, its attachments and acknowledgement receipt generated by the system.
4. After filing the form with the Ministry, the shareholder shall be required to forward a self-attested copy of the filed e-Form along with challan to the Nodal Officer of the Company i.e. Mr. Suman Kumar, 8B, Netaji Shubhash Marg, Daryaganj, New Delhi-110002, email id: [sumankumar@smcindiaonline.com](mailto:sumankumar@smcindiaonline.com) for verification of the claim. The same should include all attachments mentioned in the said e-Form and the acknowledgement receipt.
5. The Company shall then verify the details mentioned in the claim and shall send online verification report to IEPF Authority within 30 days from the receipt of the claim along with all documents submitted by the claimant.
6. The IEPF Authority shall also verify the application and if found appropriate issue following:
  - a. In case of request for dividend, credit the dividend amount to the claimant's bank account;
  - b. In case of request for credit of shares, credit the shares to the claimants DEMAT account.

However, in case of rejection of application by IEPF Authority, the Company shall issue a response to the shareholder within 15 days of receipt of rejection.