

SUDARSHAN CHEMICAL INDUSTRIES LIMITED
162, WELLESLEY ROAD, PUNE – 411 001, MAHARASHTRA

A. PROCEDURE FOR DEMATERIALIZING SHARES OF THE COMPANY -

1. Shareholder to open a Demat Account with a Depository Participant (DP);
2. For Dematerializing the shares, the shareholders will need to submit the original physical share certificates, self attested photocopies of PAN Card, Address Proof, and any other document as required by the DP, along with a Demat Request Form (DRF) to the respective DP, with whom the shareholders has a Demat Account;
3. DP will then forward the received demat request to Registrar and Transfer Agent (RTA) of the Company (SUDARSHAN's RTA is LINK INTIME INDIA PRIVATE LIMITED) for the verification purpose, and if the submitted application is in order then shares will be credited to the respective Demat Account of the shareholders.
4. Security Holder(s) signature duly attested by the banker in the format provided by Registrar and Transfer Agent (RTA) of the Company.

B. PROCEDURE TO CLAIM SHARES FROM UNCLAIMED SUSPENSE ACCOUNT MAINTAINED WITH THE COMPANY -

1. Any shareholder whose shares are lying with the Suspense Account maintained by the Company, needs to submit the following documents to the Company -
 - ❖ Request letter duly signed by the registered shareholder;
 - ❖ Latest Client Master List certified by DP (in case of direct demat credit)
 - ❖ Self attested copy of Address proof (i.e. Aadhar or valid Passport or latest Utility bill not older than 2 months);
 - ❖ Self attested copy of PAN of all the holders;
 - ❖ Cancelled original cheque leaf (other than cooperative banks);
 - ❖ Security Holder(s) signature duly attested by the banker in the format provided by Registrar and Transfer Agent (RTA) of the Company;
2. On receipt of a request from a shareholder, the application will be verified by the Company;
3. If the submitted application is found to be in order, then the shares lying in the Suspense Account of the Company, will be transferred to the respective Demat Account of the Shareholder

C. PROCEDURE FOR CLAIMING UNCLAIMED DIVIDEND / SHARES WHICH ARE TRANSFERRED TO IEPF -

- 1) Shareholder is required to open a Demat Account with NSDL/ CDSL as shares will be released by the IEPF Authority in favor of claimants only in the Demat Account of the claimant;

- 2) Shareholder to download Form IEPF-5 from the website of IEPF (<http://www.iepf.gov.in>) and fill out the required fields of the Form and submit the duly filled form by following the instructions given in the upload link on the website.
- 3) On successful uploading of Form on MCA Portal, an acknowledgement will be generated indicating the SRN.
- 4) Applicant to send the attachments prescribed below to Nodal Officer (IEPF) of the Company at its registered office in an envelope marked "Claim for refund from IEPF Authority" for initiating the verification for claim

DOCUMENTS REQUIRED TO BE SUBMITTED TO NODAL OFFICER OF THE COMPANY / RTA -

- a. Print out of duly filled / uploaded IEPF-5 Form with claimant signature.
- b. Copy of the acknowledgement generated after uploading of Form IEPF-5
- c. **Indemnity Bond**(original) with claimant signature to be executed :
 - On a non-judicial Stamp Paper of the value as prescribed under the Stamp Act if the amount of the claim is Rs.10, 000 or more.

or

- On a plain paper if the amount claimed does not exceed Rs.10,000.
 - In case of refund of shares, on a non-judicial Stamp Paper of the value as prescribed under the Stamp Act.
- d. **Advance Stamped receipt** (original) with signature of claimant and two witnesses.
 - e) Self attested copy of PAN Card
 - f) Self attested copy of Aadhaar Card (For Indian Nationals)
 - g) Proof of entitlement (certificate of share/Interest warrant Application No. etc.)
 - h) Cancelled Cheque leaf
 - i) Copy of Passport, OCI and PIO card in case of foreigners and NRI
 - j) Latest Client Master List
 - k) Transaction statement showing debit / transfer of shares to IEPF if shares were held in Demat Form.
 - l) Original Share Certificate, if applicable;
 - m) Letter from the RTA stating that claimant is entitled to such number of shares and dividend.
- 5) **In case of death of a shareholder**, legal heir/claimant is also required to follow the procedure of transmission of shares and on completion procedure shareholder to submit the documents for claiming shares from IEPF Authority.

6) On receipt of the above mentioned documents, the Company and RTA to verify the documents and the Nodal Officer of the Company to send Verification Report to IEPF Authority within 15 days from the date of receipt of the documents.

7) On receipt of the Verification Report by the IEPF Authority, the documents will be verified, and if found in order, the shares / unclaimed dividend transferred to IEPF Account, will be transferred to the respective Demat Account of the Claimant.

Contact Details of Registrar and Transfer Agent (RTA) of the Company :

LINK INTIME INDIA PRIVATE LIMITED

"Akshay Complex"

Block No.202, 2nd Floor,

Off Dhole Patil Road

Near Ganesh Temple

Pune 411 001

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