

Procedure to submit claim for Shares/Dividend transferred to IEPF

1. Before filing Form IEPF-5 with the Authority, the following documents are required to be kept ready by the shareholders/claimants:

- I. Copy of Aadhaar Card (For Indian Nationals) (Self Attested)
- II. PAN Card (Self Attested)
- III. Proof of entitlement (original share certificate)
- IV. Cancelled Cheque leaf (indicating name of the claimant, and if name is not indicated in the cheque leaf, self-attested copy of the first page of Bank pass book of the Account along with cancelled cheque shall be submitted)
- V. Copy of Passport, OCI and PIO card in case of foreigners and NRI (self attested)
- VI. Client master report of the Demat Account number mentioned in form IEPF-5.
- VII. **In case of claim for shares/dividend by legal heir or successor or nominee etc., of the registered security holder, the claimant/s has/have to complete the transmission process with the company. For procedure for transmission of shares, please follow link- <https://karnatakabank.com/investor-portal/shareholder-information#collapseFiveInner>**

2. Submission of IEPF-5 web form through MCA website:

- I. Register and login to MCA website (www.mca.gov.in) and follow the link to access IEPF-5 web form –**MCA Services->Investor Services->IEPF-5.**
- II. The claimant is required to fill the form completely and upload the documents (as mentioned in Sl No. 1) in PDF format. Please note, the form cannot be modified once submitted.
- III. After submission of form following documents are auto generated and it is advised to submit the same as mentioned below;
 - SRN Acknowledgement Receipt – Self attested
 - IEPF -5 filled form - Self attested
 - **Advance receipt** – Advance Stamped receipt (original) with signature of claimant and two witnesses mentioning same date.
 - **Indemnity Bond**-
 - On a non-judicial Stamp Paper of the value as prescribed under the Stamp Act (as applicable to each state) if the amount of the claim is Rs.10,000/- or more. Please ensure to mention date, place and Signature of claimant and witnesses.
 - On a plain paper if the amount claimed does not exceed Rs.10,000/-.

After completion of the above procedure, send all the original documents mentioned in Sl. no 1 and 2(III) to the Nodal Officer (IEPF) of the company:

- Envelope shall be marked "***Claim for refund from IEPF Authority***":
- **Address of Nodal Officer of The Karnataka Bank Ltd**
Company Secretary
The Karnataka Bank Ltd
Secretarial Department
Regd. & Head Office
Mahaveera Circle,
Kankanady, Mangaluru – 575 002, Karnataka
Ph: 0824 – 2228183/184

3. Upon receipt of aforesaid documents, the Claim forms completed in all respects will be verified by the Bank and an e-Verification Report will be submitted to IEPF Authority. The claim may be subject to rejection for reasons such as, Signature Mismatch, Mismatch in DP ID-Client ID/Folio No, Incomplete Documents, Mismatch in nature of security, Duplicate claim made by the claimant etc.
4. Claim will be released by the IEPF Authority in the following manner (to the extent of the entitlement):
 - I. Dividend amount claimed: Credit through electronic transfer to the claimants' Aadhaar linked bank account.
 - II. Shares claimed: Credit to the claimants' DEMAT account mentioned in IEPF-5.
5. Please note that in case of non-receipt of original documents by the Bank within 15 days from the date of filing of IEPF-5 web form, the Bank will be constrained to reject the claim and the same will be informed to IEPF Authority.
6. The claimant shall file **only one consolidated claim** in respect of a company in a financial year.
