

**POLICY FOR DEALING WITH UNCLAIMED AMOUNTS LYING WITH THE KARNATAKA BANK LIMITED ON ITS LISTED NON-CONVERTIBLE SECURITIES AND MANNER OF CLAIMING SUCH AMOUNTS BY INVESTORS.**

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**Karnataka Bank Ltd.**



Your Family Bank, Across India.

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P. B. No.599, Mahaveera Circle  
Kankanady  
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## SECRETARIAL DEPARTMENT

### POLICY FOR DEALING WITH UNCLAIMED AMOUNTS LYING WITH THE KARNATAKA BANK LIMITED ON ITS LISTED NON-CONVERTIBLE SECURITIES AND MANNER OF CLAIMING SUCH AMOUNTS BY INVESTORS

#### Preamble:

The Karnataka Bank Limited (the “**Bank**”) having issued listed non-convertible securities is required to abide by the rules and regulations of Investor Education and Protection Fund (**IEPF**) constituted in terms of Section 125 of the Companies Act, 2013.

Regulation 61A (2) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (**‘SEBI LODR’**), provides that, ‘where the interest / dividend / redemption amount has not been claimed within thirty days from the due date of interest / dividend / redemption payment, the Bank shall within seven days from the date of expiry of the said period of thirty days, transfer the amount to an Escrow Account.

Further, in accordance with the SEBI Circular No.: SEBI/HO/DDHS/DDHS-RAC-1/P/CIR/2023/176 dated November 08, 2023 the Bank is required to comply with the framework contained in the said circular and put in place a Policy for dealing with amounts in respect of non-convertible securities pertaining to investors and lying unclaimed with the Bank.

#### Purpose of the Policy:

The Policy has been framed in line with the requirements of the SEBI Circular No.: SEBI/HO/DDHS/DDHS-RAC-1/P/CIR/2023/176 dated November 08, 2023, in order to put in place a standardized process by the Bank for transfer of such unclaimed amounts by the Bank to an Escrow Account and claim thereof by an investor.

#### **1. Applicability:**

This Policy applies to the Bank as it has issued / would be issuing listed non-convertible securities that has / will have an interest / dividend / redemption amount which has not been claimed by the respective investors within thirty days from the due date of interest / dividend / redemption payment.

## **2. Obligations of the Bank:**

### **2.1 Transfer of Unclaimed Amounts to Escrow Account:**

In accordance with Regulation 61A (2) of the SEBI LODR, the Bank shall, within seven days from the date of expiry of the said period of thirty days, transfer the unclaimed amounts to an Escrow Account to be opened by it in one of the Branches of the Bank.

### **2.2 Interest in case of Default**

In case a default is made in transferring the amount referred to in paragraph 2.1 above or part thereof to the Escrow Account of the Bank, it shall pay interest on the amount that has not been transferred to the said account, for the period of default i.e., from the date of default till the date of transfer to the Escrow Account, at the rate of twelve percent per annum. The said interest amount shall accrue to the investors in proportion to the amount remaining unclaimed.

### **2.3 Designating Nodal Officer**

The Company Secretary of the Bank is designated as the 'Nodal Officer' who shall be the point of contact for investors entitled to claim their unclaimed amounts, SEBI, Stock Exchange(s), and Depositories. The details of the present incumbent are as under:

Name of the Nodal Officer	: Mr. Sham K
Designation	: Company Secretary & Compliance Officer
Office Address	: The Karnataka Bank Limited, Registered & Head Office, Mahaveera Circle, Kankanady, Mangaluru - 575002.
Contact Details	: 0824 - 2228222 Email: investor.grievance@ktkbank.com

The Bank shall display the name, designation, and contact details of the Nodal Officer on its website. In case there is a change in the Nodal Officer due to any reason, the Bank shall designate another person as a Nodal Officer within fifteen days of such change.

### **2.4 Display of information by the Bank on its Website with regard to unclaimed amounts:**

The Bank shall, within a period of thirty days of transferring the unclaimed amount to the Escrow Account, upload details on its website as given below:

ISIN	Amount lying unclaimed (in INR)	Category (Interest/ Dividend/ Redemption Amount)	No.: of Investors	Date when amount became due	Date when unclaimed amount was transferred to Escrow Account	Date when amount is to be transferred to IPEF
				(DD/MM/YYYY)		
<b>TOTAL</b>						

a. Name and Designation of the Nodal Officer:

b. Email ID and Phone No.:

### 2.5 Search facility for Investor:

The Bank shall provide a search facility on its website for investors to verify if there is any unclaimed amount due to them and lying in the Escrow Account of the Bank. The search criterion may be based on combinations, such as:

- a. PAN and Date of Birth; or
- b. Name and Depository Participant Identification (DP ID) / Client Identification (Client ID):

Upon such search, the following information shall be visible to the investor:

- a. Amount due to the investor on the date of payment (in INR);
- b. Category - interest / dividend / redemption amount;
- c. Date when amount became due (DD/MM/YYYY);
- d. Amount (in INR) transferred to Escrow Account (including penal interest, if any, for delay in transfer by the Bank);
- e. Date when unclaimed amount was transferred to Escrow Account (DD/MM/YYYY);
- f. Interest on the Escrow Account, if any, that accrues to the investor, in proportion to his / her unclaimed amount.

### 3. Filing of Claim:

The investors are required to follow the procedure and submit the documents listed below, for claiming their unclaimed amounts:

- a. Claim form for refund to be submitted by the investor - Annexure A
- b. The procedure and documentation for making claim, depending on whether the claim is being submitted by the investor - self or by the legal heir / nominee etc. of the investor - Annexure B
- c. Documents required to be submitted in support of the claim viz., proof of identity, proof of address, proof of holding etc. - Annexure C

d. Manner of submission of claim by the investor and the timeline within which the investor can submit documents, provide clarifications etc. - Annexure D

**4. Effective Date of the Policy:**

The Policy is effective from March 01, 2024.

**5. Policy review frequency:**

This policy may be reviewed by the Board on annual basis or at such interval as may be deemed necessary by the Board having regard to the regulatory changes, prudence and operational requirements.

Any addition, deletion or modification in the Circular issued by the SEBI which has effect on this Policy would have overriding effect on this Policy and implementation of the Policy shall accordingly be carried out by giving effect to such addition, deletion or modification without waiting for updation of the Policy, which would however, be reviewed in the normal course.

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FORMAT IN WHICH CLAIM HAS TO BE SUBMITTED BY THE INVESTORS**CLAIM FORM FOR REFUND****PROOF OF CLAIM BY INVESTORS**

To  
Company Secretary & Compliance Officer,  
The Karnataka Bank Limited, Head Office,  
Mahaveer Circle, Kankanady,  
Mangaluru - 575002.

Affix recent passport  
size photo

Sub: Submission of proof of claim

Madam / Dear Sir,

I \_\_\_\_\_, S/o or D/o or W/o \_\_\_\_\_ hereby submit this **ORIGINAL** proof of claim in respect of the *SEBI Circular SEBI/HO/DDHS/DDHS-RAC-1/P/CIR/2023/176 dated November 08, 2023*. The details for the claim are set out below:

**( Please attach separate sheet(s) when space, in any columns is not sufficient to fill the data)**

1. NAME OF THE INVESTOR: \_\_\_\_\_

2. S/O / D/O / W/O / C/O : \_\_\_\_\_

3. TELEPHONE (WITH STD CODE) / MOBILE NO.: \_\_\_\_\_ 4. EMAIL ID: \_\_\_\_\_

4. PAN CARD/AADHAAR CARD NUMBER/VOTER ID NUMBER OF INVESTOR: \_\_\_\_\_  
(PAN CARD IS PREFERABLE) (ENCLOSE SELF-ATTESTED COPY OF ID PROOF. PLEASE REFER INSTRUCTION)

5. ADDRESS (ENCLOSE SELF-ATTESTED COPY OF ADDRESS PROOF. PLEASE REFER INSTRUCTION)

HOUSE/FLAT NO., FLOOR, PREMISES NAME, BLOCK NO.			
STREET, ROAD, LOCALITY, VILLAGE NAME			
TOWN / CITY/ DISTRICT			
STATE		PIN CODE	

6. DETAILS OF HOW AND WHEN INVESTMENT WAS MADE IN THE SECURITIES OF THE BANK:

DATE OF INVESTMENT:	MODE OF PAYMENT MADE: (CASH / CHEQUE/ BANK)
AGENTS NAME & ADDRESS IF ANY	



7. TOTAL AMOUNT OF CLAIM (WITH BREAK UP AMOUNT OF PRINCIPAL AND INTEREST WHICH IS TO BE CALCULATED). **PLEASE ATTACH WORKINGS AND CALCULATIONS AS ANNEXURE WHEREVER REQUIRED)**

AMOUNT OF CLAIM (IN RS.)	PRINCIPAL:		
	INTEREST:		
DATE OF INVESTMENT		DATE OF MATURITY	
ACCOUNT NO./CERTIFICATE NO.		NAME OF THE SCHEME/PLAN	

8. DETAILS OF PROOF OF DOCUMENTS BY REFERENCE TO WHICH THE CLAIM CAN BE SUBSTANTIATED (ENCLOSE ORIGINAL CERTIFICATES/PASSBOOK/RECEIPTS IN SUPPORT OF YOUR CLAIM)

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9. DETAILS OF ANY AMOUNT SETTLED BY KARNATAKA BANK LIMITED OR ITS DIRECTORS UNDER THE DIRECTIONS OF SEBI OR OTHERWISE, IF ANY, WITH PROOF.

AMOUNT REFUNDED (IN RS.)	PRINCIPAL:		
	INTEREST:		
MODE OF REFUND (CASH/CHEQUE etc.,)		DATE OF REFUND	
PROOF OF REFUND (enclose proof)			

10. LIST OF ALL DOCUMENTS ATTACHED AS PROOF OF CLAIM IN ORDER TO PROVE THE EXISTENCE AND NON- PAYMENT OF CLAIM DUE TO THE INVESTOR.

11. BANK ACCOUNT DETAILS (ENCLOSE COPY OF CANCELLED CHEQUE LEAF WITH NAME/ SELF- ATTESTED FIRST PAGE OF BANK PASSBOOK/BANK STATEMENT)

NAME OF THE BANK AND BRANCH			
NAME OF THE ACCOUNT HOLDER		ACCOUNT NO.	
IFSC		TYPE OF ACCOUNT: <input type="checkbox"/> SAVINGS / <input type="checkbox"/> CURRENT ACCOUNT (PLEASE TICK)	

**UNDERTAKING**

I \_\_\_\_\_ declare that the information given in this Claim form is true to the best of my knowledge and belief. If my aforesaid declaration is subsequently proven to be false, I shall also be liable for any civil or criminal actions in accordance with the law.

Place :

Date :

.....  
SIGNATURE OF THE PERSON WITH NAME

**AFFIDAVIT (IN Rs. 100 STAMP PAPER)**

I, [name of deponent], S/o or D/o or W/o [insert name], jointly with [name of deponent], S/o or D/o or W/o [insert name], currently residing at [insert address], do solemnly affirm and state as follows:-

1. A total amount of Rs. .... towards Principal Rs.[insert amount] and Interest Rs.[insert amount], calculated as of the \_\_\_\_\_ is due to me / us from The Karnataka Bank Limited being unclaimed amount on securities of the Bank.
2. In respect of my / our claim of the said sum or any part thereof, I / we have relied on the documents specified below: [attach copies as evidence of claim].
3. The said documents are true, valid and genuine to the best of my / our knowledge, information and belief.
4. In respect of the said sum or any part thereof, I / we have not nor any person by my / our order, received any monies or value whatsoever, save and except the following from The Karnataka Bank Limited or its Directors under the directions of SEBI or otherwise:

[Please state details of any amount / value settled as on date by The Karnataka Bank Limited or its DIRECTORS which may be set-off against the claim, if any.]

Deponent's Signature(s)

**VERIFICATION**

I / we, the Deponent hereinabove, do hereby verify and affirm that the contents of paragraph 1 to 4 of this affidavit are true and correct to my / our knowledge and belief and no material facts have been concealed there from.

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20

Deponent's Signature(s)

Notary/Oath Commissioner

## INSTRUCTIONS

1. Investors are advised to submit their Claim Form and Affidavit in the format prescribed along with the following documents:
  - i. Original proof of claim. Investors may note that Claim Forms without original proof of claim and annexure as required shall not be considered for verification and refund. Please note that claims relating to any schemes other than that of THE KARNATAKA BANK LIMITED shall not be entertained and will be returned to the Applicant at his / her sole risk and responsibility.
  - ii. **Investors can submit one Claim Form in respect of all the investments in non-convertible securities of the Bank.**
  - iii. Self attested copies of Proof of Identity and Proof of Address is compulsory.
  - iv. Self attested copy of first page of the bank passbook or cancelled cheque leaf with name is must (Please note that refund amount will be credited to your bank account as per copy of passbook / cheque leaf only).
  - v. Affidavit shall be duly notarized.
2. List of documents acceptable as proof of identity and proof of address:
  - i. Proof of Identity: Unique Identification Number (Aadhaar) / Passport<sup>#</sup> / Voter ID card / Driving license<sup>#</sup> / PAN card / Government Photo ID Cards / Service Photo ID cards issued by PSUs / MGNREGA Job Card / Pensioner Photo Card / Any other document evidencing identity of the applicant(s) as acceptable by the RTA : M/s. Integrated Registry Management Services Pvt. Ltd
  - ii. Proof of Address: Unique Identification Number (Aadhaar) / Passport <sup>#</sup> / Voters Identity Card / Ration Card / Registered Lease or Sale Agreement of Residence <sup>#</sup> / Driving License <sup>#</sup> / Flat Maintenance bill / Insurance Policy Copy <sup>#</sup> / Utility bills like Telephone Bill (only landline), Electricity bill or Gas bill - Not more than 3 months old / Bank Account Statement or Passbook -- Not more than 3 months old / Government Photo ID Cards / Service Photo ID cards issued by PSUs / Property Tax Receipts / MGNREGA Job Card / Pensioner Card / any other document evidencing address of the applicant(s) acceptable by RTA . The details of the RTA are given below:  
**Name : Integrated Registry Management Services Pvt. Ltd.**  
**30, Ramana Residency,4th Cross, Sampige Road,**  
**Malleswaram, Bangalore-560003**  
**Tel: (080) 23460815-818**  
**Email: irg@integratedindia.in**

<sup>#</sup> Documents having an expiry date should be valid as on the date of submission.
3. Income Tax will be deducted at source on interest amount and other payments wherever applicable, unless the prescribed form (Form 15G / Form 15H under the Income Tax Act, 1961) seeking exemption from deduction of tax at source is received along with Claim Form in accordance with the provisions of Income Tax Act, 1961. Incomplete Form 15G / Form 15H shall not be considered for exemption of TDS. PAN is mandatory for claiming exemption.
4. Claim Form from the nominees / legal heirs of the deceased investors shall accompany self-attested copies of relevant documents such as death certificate, legal heir certificate, etc.

## Annexure B

### **PROCEDURE AND DOCUMENTATION FOR MAKING CLAIM, DEPENDING ON WHETHER THE CLAIM IS BEING SUBMITTED BY THE INVESTOR – SELF OR BY THE LEGAL HEIR / NOMINEE ETC. OF THE INVESTOR**

#### Procedure for claim by an Investor:

Any investor claiming to be entitled to any unclaimed amount on non-convertible securities lying with the Bank may apply to the Bank for payment of such amount, in the format and manner as prescribed by the Bank.

#### Claim by Legal Heir / Successor / Nominee:

The aforementioned provisions in respect of the investor, shall apply, mutatis mutandis, to the Legal Heir / Successor / Nominee of the investor. The Legal Heir / Successor / Nominee shall satisfy the provisions specified under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and circulars issued thereunder, for the transmission of non-convertible securities and / or the corresponding claim thereon, as applicable.

## Annexure C

### **DOCUMENTS REQUIRED TO BE SUBMITTED IN SUPPORT OF THE CLAIM**

1. Proof of Identity
2. Proof of Address
3. Proof of Holding

## Annexure D

### **MANNER OF SUBMISSION OF CLAIM BY THE INVESTOR AND THE TIMELINE WITHIN WHICH THE INVESTOR CAN SUBMIT DOCUMENTS, PROVIDE CLARIFICATIONS ETC.**

If the Bank, upon receipt of claim application, finds the documents to be defective or incomplete or wants any further information, it shall intimate the investor by e-mail or written communication for furnishing such information within 30 days from receipt of such communication, failing which, it may reject the application.

However, rejection of claim does not debar an investor from filing a fresh claim. The Bank shall within 30 days of receipt of a claim application from an investor or complete information as called upon from the investor, after due verification of the claim, remit the payment to the investor using electronic modes of funds transfer.

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