PROCEDURE FOR CLAIMING DIVIDEND AND SHARES TRANSFERRED TO IEPF AUTHORITY

Stage 1: Obtain the Entitlement Letter from the Company

Step 1: Document Submission:

Visit the official website of Investor Education Protection Fund (IEPF) Authority to review the help kit and follow list of documents as provided at the end of this document, to be submitted to Company for issuance of Entitlement letter. These documents to be dispatched at the Registered Office address of the as provided below:

Company Secretary
Nodal Officer
J.K. Cement Limited,
Kamla Tower, Kanpur- 208001

Note: Mark the envelope clearly as "Claim for refund from IEPF Authority".

Step 2 : Verification:

The documents as dispatched above will be scrutinized by the Company in consultation with its Registrar and Transfer Agent (RTA). In case of any discrepancy/ deficiency/ error, RTA will communicate the same and return the documents for resubmission after fixing all such deficiencies. Once all documents are found in order, the Company will process the request and issue the Entitlement Letter.

Stage 2: Submitting Claim Form (IEPF-5) online

Step 3 : IEPF-5 filing

Post receipt of Entitlement Letter, Shareholder to file the form- IEPF-5 (Claim Form) online by visiting MCA at https://www.mca.gov.in/content/mca/global/en/foportal/fologin.html and upload complete set of requisite documents along with including self-attested Entitlement letter.

Step4 : Physical form dispatch:

Print out the filed Form IEPF-5, the generated acknowledgement containing your Service Request Number (SRN), and the Entitlement Letter. Submit the self-attested physical copies of these documents directly to the Company at the address provided in Step-1

Stage 3: e-Verification and Final Settlement

Step 5 : e-Verification:

Company will review the physical documents as dispatched above and if found all in order, it will action the same as approved via e-Verification Report (EVR) with the IEPF Authority approving the claim.

In case of any deficiency or non-receipt of said documents physically as mentioned in Step-4, Company will reject the claim request via EVR.

Step 6 : Action by IEPF Authority:

The IEPF Authority will review the EVR filed by the Company and if found all in order, it will approve the same for electronically transferring the dividend amount to your Aadhaar-linked bank account and/or credit the shares back to your Demat account.

In case IEPF Authority observes any discrepancy or have any additional requirement, it will mark the EVR for resubmission and email such discrepancy(ies) or additional requirement(s) to the claimant.

Step 7 : Resubmission:

Claimant to submit the additional documents or clarification(s), as the case may be within one week for Company to resubmit the EVR.

============X============

List of documents to be submitted for issuance of Entitlement letter:

a) Original share certificate for entire holdings.
b) old address proof if in case of change of address (copy of Aadhar card/Passport/utility bill /dividend counter foil/voter ID) duly self-attested. (Note: If you do not have old address proof, kindly furnish us with affidavit for change of address on non-judicial stamp paper duly notarized mentioning your old address as well as new address.)
c) Self-attested copy of PAN Card of Shareholder
d) Original cancelled cheque of Shareholder.
e) Self-attested copy of Client master statement of shareholder.
f) Self-attested copy of Aadhar Card /passport/utility bill not older than 3 months of shareholders
g) Banker verification form duly attested by the bank manager where the applicant have account identifying the applicant(s) and their signatures along with Original cancelled cheque leaf as well as self attested proof of identification and proof of address.

Helpdesk of the IEPF Authority is provided as follows:

Contact number	14453
Address	Ground Floor, Jeevan Vihar Building, 3, Sansad Marg, New Delhi – 110001
e-mail:epf.grievances@mca.gov.in	