

**Procedure for claiming of unclaimed shares and dividend amounts from IEPF Authority under the Rules, 2016 of Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund).**

1) Applicant is required to open a Demat Account with any of the depository as shares will be released by the IEPF Authority in favor of claimant only in the Demat Account of the claimant. (Ignore if already opened)

2) Download Form IEPF-5 from the website of IEPF (<http://www.iepf.gov.in/IEPFA/corporates.html>).

*Read the instructions provided on the website / instruction kit along with the e-form carefully before filling the form.*

3) Fill the required fields and after filling the form, save it on your computer and submit the duly filled form by following the instructions given in the upload link on the website.

4) On successful uploading of Form on MCA Portal, an acknowledgement will be generated indicating the SRN. **Please note the SRN for future tracking of the form.**

5) Take a printout of the duly filled IEPF- 5 and the acknowledgement issued after uploading the form.

**6) Prepare the following documents:**

i) In case of claiming the amount of dividend, Indemnity Bond on a non-judicial stamp paper of the value as prescribed under the Stamp Act, (In Tamilnadu i.e, Rs.200/-) if the amount of claim is Rs 10,000 or more. **(Annexure – I).**

However, on a plain paper if the amount claimed does not exceed Rs 10,000. **(Annexure – II).**

ii) In case of refund of shares, Indemnity Bond on a non-judicial stamp paper of the value as prescribed under the Stamp Act (In Tamilnadu i.e, Rs.200/-) . **(Annexure – III)**

**7) Documents mentioned at point no. 4 and 6 along with a copy of acknowledgement, self-attested copy of e-form and other documents as mentioned in the Form IEPF-5 viz.**

a) Self-attested copy of Aadhaar Card (for Indian Nationals),

b) Self-attested copy of proof of entitlement (Original Security Certificates/ interest warrant application etc)

- c) Cancelled cheque leaf, in original.
- d) Self-attested copy of Passport/OCI/PIO card (for Foreigners/ NRI)
- e) Self-attested copy of Pan Card (Mandatory in case of Claim for shares)
- f) Client Master List of Demat A/c of the claimant.
- g) In case any joint holder is deceased, certified true copy of Death certificate to be attached.
- h) Other Optional Documents (if any)

be sent to Shri Prakash Chandra Panda, Company Secretary, the Nodal Officer of the Company at the Registered Office of the Bank in an envelope marked " Refund Claim from IEPF Authority for Unclaimed Shares / dividends".

**The Registered Office address**

**Tamilnad Mercantile Bank Limited  
# 57, V.E. Road, Tuticorin,  
Tamilnadu, India.  
Pin / Zip Code: 628 002.**

**Phone: + 91 (0461) 232 1932, 232 1929, 232 5831, 232 3867  
(Extn.No.308)  
Mobile Number: + 91 96595 23378  
Fax: +91 (0461) 232 1178, 232 2994.  
E\_mail: [cs@tmbank.in](mailto:cs@tmbank.in)  
[shareholders@tmbank.in](mailto:shareholders@tmbank.in)**

**8)** On receipt of documents, completed in all aspects will be verified by the Nodal officer of the Company and on the basis of company's verification report, refund will be processed by the IEPF Authority in favor of claimants' Aadhaar linked bank account through electronic transfer and shares in the Demat Account of the claimant.

After credit of shares in the demat account by the authority you may provide the following documents to Company Secretary of the Bank at the above mentioned address to claim the other dividends which are still lying unpaid with the Bank.

- 1) A request letter duly signed by shareholder/s
- 2) Self-attested copy of PAN CARD.
- 3) Self-attested copy of proof of Address.
- 4) Latest client master list, in original.

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