

## PROCEDURE FOR CLAIMING DIVIDEND AND SHARES FROM IEPF AUTHORITY

Shareholders of the Company, whose shares, unclaimed or unpaid dividend amount has been transferred by the Company to IEPF Authority pursuant to Section 124 of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, may claim shares or unclaimed dividend amount from IEPF Authority.

**Step 1:** The Shareholder to contact the Company/Registrar and Transfer Agent of the Company, MUFG Intime India Pvt. Ltd and obtain details of year wise dividend entitlement and shares transferred to IEPF Authority before proceeding with Step No 2.

**Step 2:** The shareholder to visit the website of IEPF Authority (<http://www.iepf.gov.in/IEPF/refund.html>), and download Form IEPF –5. Shareholder to fill in online application and upload Form IEPF-5 on the website of IEPF Authority.

**Step 3:** The shareholder to take print of the e-form IEPF – 5 and submit original application with the required documents duly self-attested (including the joint holder) to the nodal officer at Corporate office of Sandhar Technologies Limited (“Sandhar”) Plot No. 13, Sector-44, Gurugram-122002, Haryana.

**Step 4:** Sandhar will verify the details of the claim and various documents submitted by the shareholder and submit the original documents with enclosures received from the shareholder/claimant with Verification Report to IEPF Authority.

**Step 5:** On the basis of Verification Report and the documents submitted by Sandhar, IEPF Authority, would: i) Approve the claim, ii) Ask the shareholder to resubmit the required documents in case of any discrepancy.

**Step 6:** In case IEPF Authority requests the shareholder to resubmit any documents, shareholders to forward the required documents to the Nodal Officer. On receipt of the revised documents from the shareholder, Nodal Officer would forward the revised Verification Report to IEPF Authority for settlement of the claim of the shareholder. In case the claim is rejected by the IEPF Authority, the shareholder to follow the Step 1-5 stated above.

### **Contact details of the Company /Registrar:**

<b>Contact details of the Company</b>	<b>Registrars and Transfer Agents (RTA)</b>
Sandhar Technologies Limited Yashpal Jain Nodal Officer, Chief Financial Officer and Company Secretary Plot No.13, Sector-44, Gurugram-122002 Haryana Mail Id: <a href="mailto:cfo@sandhar.in">cfo@sandhar.in</a> Contact no: 0124-4518900	MUFG Intime India Pvt. Ltd C 101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai-400083 Email: <a href="mailto:rnt.helpdesk@in.mpms.mufg.com">rnt.helpdesk@in.mpms.mufg.com</a> Contact: +91 22 49186000