

**Policy for filing of claim for unclaimed
interest/redemption amount and
verification of such claims
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Owner of the document: Secretarial Team



India InfraDebt Limited

Policy for filing of claim for unclaimed interest/redemption amount and verification of such claims

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A.1. Eligibility for filing claim

An investor who holds/held the Non-Convertible Debentures (NCDs) issued by India Infradebt Limited (Infradebt) as on the record date (as per the terms of the issue) and whose name appeared in the beneficiary position report (benpos) of Depository, shall be eligible to file the claim for the unclaimed interest/ redemption amount which is lying in the escrow account maintained by Infradebt/ transferred to the Investor Education and Protection Fund (IEPF).

A.2. Format in which claim has to be submitted by the investor

Eligible investor shall submit a Claim Form in the format enclosed herewith as an Annexure alongwith the documents (as mentioned in the Claim Form) by way of:

- An email to Nodal Officer; or
- Courier/ Post – Envelope marked as “Claim for unclaimed interest/ principal amounts” to the Registered office of India Infradebt Limited (Infradebt), Mumbai addressed to the Nodal officer.

A.3. Timeline within which the claim shall be processed

Infradebt shall within thirty days of receipt of a claim form from an investor or complete information as called upon from the investor by Infradebt and verification of claim, remit the payment (subject to applicable taxes) to the investor using electronic modes of funds transfer.

A.4. Procedure, documentation for making claim and timeline within which the investor can submit documents, provide clarifications

A.4.1. Procedure for claiming unclaimed amounts lying in the escrow account maintained by Infradebt: Eligible investors shall follow below steps for claiming unclaimed amounts which are due for less than seven years from the date they become first due for payment (i.e. lying in the escrow account maintained by Infradebt):

Step 1 – Submission of Claim Form: The Investor shall submit duly filled and self-attested (including the joint holder) Claim Form with the required documents (as mentioned in the Claim Form) to the Nodal officer.

Step 2 – Verification: Infradebt will verify and check all the details of the claim basis the Claim Form and documents submitted by the Investor.

Step 3 – Communication of Acceptance/ seeking additional information/ rejection of claim: Infradebt will send an appropriate communication to the investor for any of the following:

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- **Acceptance:** In case of a Claim Form which is complete in all aspects and duly verified by the Nodal Officer, Infradebt shall process the claim within thirty days from the date of receipt of such claim request by remitting the payment (excluding applicable taxes) due to the investor.
- **Seeking additional information:** Upon examination, if Infradebt finds it necessary to call for further information or finds such Claim Form or document(s) to be defective or incomplete in any respect, it shall intimate the investor, of such need for information or defects or incompleteness, by e-mail or other written communication. Infradebt shall direct the investor to furnish such information or to rectify such defects or incompleteness or to re-submit such Claim form or document(s) within thirty days from the date of receipt of such communication, failing which the claim may be rejected. However, rejection of claim does not debar an eligible investor from filing a fresh claim.

The investor shall resubmit the documents. In case the claim form is found to be complete in all aspects and duly verified by the Nodal Officer, Infradebt shall process the claim within thirty days from the date of receipt of such resubmission by remitting the payment (subject to applicable taxes) due to the investor.

- **Rejection:** Infradebt shall reject the claim in case of following reasons:
 - i. All due(s) are already paid (successfully credited) to the investor in the bank account as per the beneficial position report.
 - ii. Incomplete or inaccurate documentation (on resubmission) attached with the Claim Form.
 - iii. Claimant details on Claim Form mismatching with attached documents.
 - iv. Errors in filling bank account details resulting in rejection of electronic transfer of unclaimed interest/redemption amount.

In case the claim is rejected by Infradebt, the investor can submit a fresh claim.

The Investor shall contact Nodal Officer for checking the status of Claim.

A.4.2. Procedure for claim of amount transferred to Investor Education & Protection Fund (IEPF) Authority: Eligible investors whose unclaimed amount (which is due for more than seven years) has been transferred by Infradebt to IEPF may claim their refunds from the IEPF authority. The investor may write an email/ letter to the Nodal Officer, to know the procedure/ steps to be followed.

A.4.3. Documentation required in support of claim

Please refer the Claim Form attached as Annexure.

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A.5. Details of Nodal Officer

The investor can raise their claims, queries or grievances, if any, relating to their claim with the Nodal Officer as under:

Name of Nodal Officer: Mr. Surendra Maheshwari
Designation: Chief Financial Officer
Phone no.: 022-68196900/6963
Email: investor@infradebt.in
Address: India Infradebt Limited,
The Capital, 'B' Wing,
1101 A, Bandra Kurla Complex,
Mumbai – 400 051

A.6. Process to be followed for verification of claims including the documents to be taken into account

Infradebt shall follow the process for verification of claims including the documents to be taken into account as per the internal policy for “Verification of claims for unclaimed interest/redemption amount on the Non-Convertible Securities ”.

A.7. Search Facility to check unclaimed amount due, if any

Infradebt shall provide a search facility to Investors on its website, to verify if there is any unclaimed amount due to them and lying in the Escrow Account maintained by Infradebt. The search facility shall work as follows:

- Investor to click on the link: <https://infradebt.in/>
- Investor to fill-in the details (DP-Client ID, ISIN, PAN, etc.) on the website to verify whether any unclaimed amount is due to them.
- Search result shall be displayed on the website.
- In case any unclaimed amount is lying in the escrow account opened by Infradebt, the eligible investor shall submit the application form available on the website for claiming the said amount.

A.8. Display of information w.r.t. unclaimed amounts

Infradebt shall within a period of thirty days of transferring the unclaimed amount to the Escrow Account display the information on its website in the format provided in the SEBI Circular for dealing with unclaimed amounts.

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Annexure

Claim Form – Unclaimed amount of interest and redemption

Sr. No.	Field Name	Instructions
1	Name of the Claimant*	
2	Particulars of the Claimant*	Address: Contact details: CIN: PAN:
3	Details of debentures and amount remaining unclaimed	
	a. ISIN*	
	b. Demat account number* (16 digit number – CDSL or IN followed by 14 digits- NSDL)	
	c. No. of debentures	
	d. reasons for non-encashment of such payment	
	e. Financial Year (unclaimed amount for the year)*	
4	Details of bank account for remittance of valid claim* (The Bank details should be correctly filled corresponding with enclosed cancelled cheque , failing which the Claim Form is liable to be rejected. Please ensure that only the bank details that are registered with your Depository Participant are to be entered in this field)	
	a. Bank account No.	
	b. Beneficiary name in the bank account	
	c. Type of account	
	d. Bank name and Bank branch	
	e. IFSC code	
In case claim is by legal heir/ successor/ nominee, following column shall be added:		
5	Name of original security holder	
6	Name of legal heir/ successor/ nominee	
7	Relation of claimant with security holder	
8	Please fill-in details as mentioned in point no. 3 and 4 of this Claim Form	

Note:

- i. "*" Mandatory field.
- ii. Entered details of investor should match with the records as available with depository.

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Claim Form is to be submitted alongwith the below documents (as applicable to the Claimant):

- i. **Proof of identity:**
 - a. PAN Card copy and Aadhar copy
 - b. Partnership Deed copy
 - c. Trust Deed copy
 - d. Registration Certificate copy
 - e. Certificate of Incorporation copy
 - f. Passport copy
 - g. PIO/OCI card copy

- ii. **Proof of address:**
 - a. Electricity bill copy/ Aadhaar copy
 - b. Registration Certificate copy
 - c. Certificate of Incorporation copy
 - d. Passport copy
 - e. Any other eligible document/ Self-Declaration

- iii. **Proof of holding:**
 - a. Client Master List (CML)/Demat Account Statement evidencing holding of debentures and bank account details.
 - b. Copy of Board Resolution/ Power of Attorney with list of authorised signatories.

In case of claim by legal heir/ successor/ nominee

Legal heir/ successor/ nominee shall submit the proof of death of holder (i.e. Death certificate), Succession Certificate/ Probate of Will, KYC documents of legal heir/ successor/ nominee for establishing proof of relationship with the debenture holder.

The legal heir certificate issued by the revenue authority not below the rank of Tahsildar having jurisdiction can be submitted to the authority to register the transmission and the same shall be accompanied by:

- (a) a notarised indemnity bond from the legal heir or claimant to whom the securities are transmitted; and
- (b) a no objection certificate from all legal heirs other than claimants, stating that they have relinquished their rights to the claim for transmission of securities, duly attested by a notary public or by a gazetted officer.

In case a "Will" is submitted to register the transmission, a notarised indemnity bond from the claimant to whom the securities are transmitted shall accompany.

- iv. **Tax related proof:**
 - a. Any other tax related documents such as Form no. 15CA/15CB.

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- b. All Tax exemption related documents as required to establish tax exemption eligibility for relevant period.

Note:

All the submitted documents shall be certified.