



POLICY FOR DEALING WITH UNCLAIMED AMOUNTS WITH RESPECT TO LISTED NON-CONVERTIBLE SECURITIES AND MANNER OF CLAIMING SUCH AMOUNTS BY INVESTORS

Version	Approval Date	Prepared By	Approved By
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Contents

1. Background	3
2. Definitions	3
3. Transfer of unclaimed amounts	4
4. Nodal Officer	5
5. Process for claiming unclaimed amounts by investors from the Company	5
6. Process for claiming unclaimed amounts by investors from IEPF	7
7. Review of the Policy	7
Annexure 1	8
Annexure 2	10
Annexure 3	11

Policy for dealing with unclaimed amounts with respect to Listed Non-Convertible securities and manner of claiming such amounts by investors

1. Background

Regulation 61A (2) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('**LODR Regulations**'), provides that, '*where the interest/ dividend/ redemption amount has not been claimed within thirty days from the due date of interest/ dividend/ redemption payment, a listed entity shall within seven days from the date of expiry of the said period of thirty days, transfer the amount to an Escrow Account of the Company*'.

Further, SEBI vide circular no. SEBI/HO/DDHS/DDHS-RAC-1/P/CIR/2023/176 dated November 08, 2023, has laid down a standardized framework for dealing with unclaimed amounts and also mandates that a policy, specifying the process to be followed by investors for claiming respective unclaimed amounts, shall be formulated by all applicable companies.

Accordingly, the Board of Directors of Vivriti Capital Limited ('the **Company**') have framed and approved a policy for dealing with unclaimed amounts lying with the Company and the manner of claiming such amounts by investors.

The policy is effective from the date of approval of the Board of Directors.

2. Definitions

- 2.1. **Act** refers to Companies Act, 2013 and any amendments made from time to time.
- 2.2. **Authority** refers to Investor Education and Protection Fund Authority.
- 2.3. **Applicable Laws** refers to Companies Act, 2013, Listing Regulations and relevant SEBI Circulars and any other provisions as may be applicable.
- 2.4. **BENPOS** refers to the Beneficiary position statement as received from the RTA of the Company on a record date as per the Disclosure Documents.
- 2.5. **Day(s)** refers to Calendar days unless otherwise specified.
- 2.6. **Disclosure Document(s)** refers to the Information Memorandum / Prospectus / General Information Document / Key Information Document / Placement Memorandum / Term sheet or any other document by whatever name called containing the terms and conditions in relation to the issuance of non-convertible securities.
- 2.7. **Financial Year or FY** refers to the Financial Year beginning from April of a year and March of the subsequent year.
- 2.8. **IEPF** means Investor Education and Protection Fund constituted in terms of Section 125 of the Companies Act, 2013.
- 2.9. **Listing Regulations** shall refer to the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

2.10. **Nodal Officer** shall be the person responsible for handling the queries received from investors, SEBI, Stock Exchange(s) and Depositories as authorized and designated by the Board of Directors of the Company in accordance with the applicable laws.

2.11. **RTA** refers to the Registrar and Share Transfer Agent of the Company.

2.12. **SEBI** stands for Securities and Exchange Board of India.

2.13. **Unclaimed Amount** refers to the interest / principal amount which is due for payment but not claimed by the respective investor(s) within the stipulated period.

2.14. **Year** refers to Calendar Year unless otherwise specified.

Words denoting the singular shall include the plural and *vice versa*. Words denoting any gender include all genders. Words or phrases used herein and not defined shall have the same meaning as given to such words or phrases in the Act and Listing Regulations as amended from time to time.

3. Transfer of unclaimed amounts

3.1. The Company shall make all the payments due to the respective investor(s) as per the BENPOS received from RTA on the due date of payment as per the terms of the Disclosure Document, as the case may be.

3.2. In case the payment so made to the respective investor(s) on the due date fails due to any of the following reason(s):

3.2.1. Dormant / NRE bank account provided by the investor

3.2.2. Wrong IFSC code provided by the investor

3.2.3. Mismatch of name of the investor & name of the bank account holder

3.2.4. Any other reason

Then the Company shall issue a demand draft in favour of the respective investor(s) and the same shall be sent to the registered address of the respective investor(s) as available in the BENPOS.

3.3. In case the demand draft returns unclaimed to the Company due to any of the following reasons:

3.3.1. Addressee not found

3.3.2. Addressee refused to collect the package

3.3.3. Door locked

3.3.4. Any other reason

Then the Company shall try reaching the investor(s) and shall transfer all interest/ principal amount to the investor(s) within 30 (thirty) days of it being due.

3.4. Where any such amount has not been claimed by the investor(s) within the aforesaid period (30 days), the Company shall transfer such unclaimed amount to an Escrow Account **within 7 (seven) days from the date of expiry of the said period of 30 (thirty) days i.e within 37 days.**

3.5. It may be noted that the amount so transferred to an unclaimed interest account shall not bear any interest.

- 3.6. The Company shall publish a list containing the names of the investor(s) and their respective amount(s) lying unclaimed on its website within a period of 30 (thirty) days from the date of transfer. Such a list shall also contain search facility for ease of access to the investor(s). The cumulative details of the number of claims received, processed, pending, etc. shall also be available on the website of the Company.
- 3.7. In case any amount is not transferred within the aforesaid period (37 days), the Company shall pay interest on such amount 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 or such other rate as may be prescribed, from time to time under the applicable laws. The said interest amount shall accrue to the investors in proportion to the amount remaining unclaimed.
- 3.8. Any amount transferred to the Escrow Account which remains unpaid/unclaimed for a period of 7 (seven) years from the date of such transfer, shall be transferred to Investor Protection and Education Fund ('IEPF') constituted in terms of Section 125 of the Companies Act, 2013 within a period of 30 (thirty) days.

4. Nodal Officer

- 4.1. The Company has a designated Nodal Officer who shall be the point of contact for investors, SEBI, Stock Exchange(s) and Depositories.
- 4.2. Such Nodal Officer can be contacted by the investors for all their correspondences / queries / grievances including but not limited to submission of claims in relation to their respective unclaimed interest / principal amount.
- 4.3. The name, designation and contact information of the Nodal Officer is available on the website of the Company and is also provided below for easy reference:

Address for investor correspondence:

**Mr. Srinivasaraghavan B.
Nodal Officer**

Prestige Zackria Metropolitan,
No.200/1-8, 2nd Floor, Block 1,
Anna Salai, Chennai 600002

Landline: 044 4007 4811

Email Id: compliance@vivriticapital.com

5. Process for claiming unclaimed amounts by investors from the Company

- 5.1. Any investor / beneficial owner claiming to be entitled to any unclaimed amount transferred and lying with the Company may claim the same by following the procedure mentioned below:
 - 5.1.1. Investors / beneficial owners holding securities in physical form must submit a request letter (as per 'Annexure 1') with complete contact information to the Company addressing the Nodal Officer either through e-mail or post. Request letter shall be accompanied by a cancelled cheque/copy of Bank Passbook/ Bank Statement with the following details:

- a. Name of the Investor
 - b. Bank Account No.
 - c. Nature of Bank Account (Savings Account/Current Account)
 - d. Branch address of the Bank
 - e. IFSC code
 - f. MICR code
- 5.1.2. Investors / beneficial owners who are holding securities in demat form can submit a signed Request Letter (as per 'Annexure 1') by mail /post addressing the Nodal Officer along with the aforesaid documents for processing the claim.
- 5.1.3. Upon the death of security holder / joint security holders, the Nominee shall be treated as the claimant. In case the valid nomination is registered by the security holder / joint security holders in favour of such nominee, the claimant shall submit documents as per 'Annexure 2' along with the Request letter.
- 5.1.4. In case valid nomination is not registered, then documents as per 'Annexure 3' shall be submitted along with the Request letter.
- 5.1.5. If the unclaimed amount does not exceed Rs. 25,000/- (Indian Rupees Twenty Five Thousand only), then the request letter may be submitted in normal A4 paper along with the above listed supporting documents.
- 5.1.6. If the unclaimed amount exceeds Rs. 25,000/- (Indian Rupees Twenty Five Thousand only), then the investor is required to furnish the request letter on a non-judicial stamp paper of Rs.200/- (minimum value). The same should be witnessed by two persons and duly authorized by Notary.
- 5.2. The Company shall verify the authenticity of the claim.
- 5.3. Where request submitted by the investor(s) is defective/ inadequate, the Company may, within 30 (thirty) days from the receipt of request letter, call for rectification of the defects or submission of additional documents or provision of clarifications within 30 (thirty) days from the date of receipt of such communication.
- 5.4. The Company shall within 30 (thirty) days of receipt of a claim application from an investor(s) or complete information as called upon from the investor(s), remit the payment to the investor(s) using electronic modes of funds transfer.
- 5.5. Requests may be rejected due to the following reasons:
 - a. Lack proper and valid annexures required for processing the claim;
 - b. Duplicate claim;
 - c. Expiry of time period for submission of prods;
 - d. false claim.
- 5.6. Hence investor(s) are advised to exercise due diligence and care while submitting their claims to the Company.
- 5.7. It may be noted that the investor(s) have an option of refiling the claim to the Company until 7 (seven) years from the date of amount being due.

6. Process for claiming unclaimed amounts by investors from IEPF

- 6.1. Any person who wishes to claim unclaimed amounts from IEPF may claim the same as per the provisions of Section 125 of Companies Act read with Rule 7 of Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 as amended from time to time by submitting Form IEPF – 5 available on the website of IEPF Authority.
- 6.2. The Form IEPF – 5 shall be verified by the Nodal Officer of the Company who shall submit verification report to the Authority.
- 6.3. Based on the verification report submitted by the Company, the claim shall be processed / rejected by the Authority.

7. Review of the Policy

This Policy shall be reviewed by the Board from time to time as may be required.

FORMAT OF REQUEST LETTER FOR CLAIMING UNPAID AMOUNT

To,

The Nodal Officer,
(Name of the Company)
(Registered Address of the company)

Dear Sir(s),

Sub: Claiming unpaid amount

1. I/we, (name of the applicant(s) aged ____ years, residing at (address of the applicant), holding ____ Non-Convertible Debentures / (name of the security) of (name of the company) bearing a face value of Rs. ____ each, of the following description:

<u>Folio No./ DPID-Client ID</u>	<u>Certificate Nos</u>	<u>Distinctive Nos.</u>	<u>No. of debentures</u>
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2. For my/our above holding, amounts of the following description has not been claimed by me/us.

- a.
- b.

3. I/we have lost/misplaced/not received the above mentioned Demand draft. I/we confirm that I/we have not encashed the said Demand draft.
4. I/we request the Company to credit the above amount in the bank account as per the details mentioned below:

<u>Bank Name</u>	<u>Account no</u>	<u>IFSC Code</u>	<u>MICR no</u>
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5. I hereby enclose with this letter the following certified documents for Company verification:
- a. a cancelled cheque/copy of Bank Passbook
 - b. proof of holding (Copy of Debenture Certificate / Demat holding Statement),
 - c. Identity Proof (PAN / Aadhar),
 - d. Address Proof (Voters ID Card, Passport)
6. I/we undertake to surrender the said original Demand draft to the company for cancellation, if and when the same is/are found at a later date.

Yours truly,
[Signature of the Applicant(s)]
Name of the Applicant:
Address of the Applicant:

Place:
Date:

Notes:

1. Request letter should be on non-judicial stamp paper of Rs.200/- if the amount claimed is above Rs. 25,000/- and it should be witnessed by two persons. Letter which is furnished on non-judicial stamp paper should be duly authorized by Notary.
2. We request you to update the bank details in the demat account & submit the client master list of the demat account.
3. If securities are held in Physical form, we request you to submit a cancelled cheque leaf & copy of debenture certificate.

ADDITIONAL DOCUMENTS TO BE SUBMITTED WHERE CLAIMANT IS A NOMINEE(S)

[SECURITIES ARE HELD SINGLY OR JOINTLY WITH VALID NOMINATION]

In addition to the documents/ information mentioned in **Annexure 1** above, following additional documents are required:

1. Duly signed transmission request form by the claimant
2. Copy of death certificate of security holder attested by claimant
3. Self-attested copy of PAN card of claimant
4. Original security certificate (In case of securities held in physical mode) / Copy of transaction statement duly attested by Claimant (In case of securities held in demat mode)
5. Any Government ID proof of the nominee

Note:

1. Additional documents may be sought by the Nodal Officer on case-to-case examination.

ADDITIONAL DOCUMENTS TO BE SUBMITTED WHERE CLAIMANT IS A LEGAL HEIR(S)

[SECURITIES ARE HELD SINGLY OR JOINTLY WITHOUT NOMINATION]

In addition to the documents/ information mentioned in **Annexure 1** above, following additional documents are required:

1. Duly signed and notarised Affidavit from all the legal heirs made on Rs.100/- non-judicial stamp paper to the effect of identification and claim of legal ownership to the securities. In case the legal heir(s) or claimant(s) is named in the Succession Certificate or Probate of Will or Letter of Administration, an Affidavit from such legal heir(s) or claimant(s) alone would be sufficient **and**
2. Where the value of securities upto Rs. 5,00,000/- (Rupees Five Lakh Only) as on the date of application, one or more of the following documents: —
 - a. Succession Certificate or Probate of Will or Will or Letter of Administration or Decree, as may be applicable in terms of Indian Succession Act, 1925 or any other Decree or Order of any Court or Tribunal
 - OR**
 - b. Duly notarized No objection certificate from all legal heir(s) executed by all the legal heirs of the deceased holder not objecting to such transmission (or) copy of Family Settlement Deed duly notarized
 - AND**
 - c. Duly signed and notarised Indemnity bond made on Rs. 500/- non-judicial stamp paper.
3. Where the value of securities more than Rs. 5,00,000 (Rupees Five lakh only) as on date of application:
 - a. Succession Certificate or Probate of Will or Will or Letter of Administration or Decree, as may be applicable in terms of Indian Succession Act, 1925 or any other Decree or Order of any Court or Tribunal
4. For the case, where will is provided, following additional documents shall also be required:
 - a. Legal heirship certificate issued by Competent Authority;
 - b. Duly notarized No Objection Certificate from all legal heirs in favour of the claimant;
 - c. Affidavit from witness about confirmation of will wherever alive or death certificate of such witness;
 - d. Affidavit with regard to the will as last will and no matter is pending before any court with regard to such will;
 - e. Surety affidavit by at least two sureties with their PAN Card

Note:

1. Additional documents may be sought by the Nodal Officer on case to case examination.
2. The format for Affidavit / Indemnity Bond shall be as per the format provided for submission of Form IEPF – 5 available on the website of IEPF Authority.