



# मंगलूर रिफाइनरी एण्ड पेट्रोकेमिकल्स लिमिटेड

## MANGALORE REFINERY AND PETROCHEMICALS LIMITED

अनुसूची 'अ' के अंतर्गत भारत सरकार का उद्यम SCHEDULE 'A' GOVT. OF INDIA ENTERPRISE.  
(ऑयल एण्ड नेचुरल गैस कॉर्पोरेशन लिमिटेड की सहायक कंपनी A SUBSIDIARY OF OIL AND NATURAL GAS CORPORATION LIMITED)  
सीआईएन/CIN : L23209KA1988GO1008959 CIN : L23209KA1988GO1008959

पंजीकृत कार्यालय : कुत्तेतूर पोस्ट, वाया काटीपल्ला, मंगलूर - 575 030 (भारत) दूरभाष : 0824-2270400, फैक्स : 0824-2271404, E-mail : mrplmr@mrpl.co.in  
Regd. Office : Kuthethoor P.O. Via Katipalla, Mangaluru - 575 030 (India) Tel. : 0824-2270400 Fax : 0824-2271404 website : www.mrpl.co.in  
आई.एस.ओ. 9001, 14001 एवं 50001 प्रमाणित कंपनी AN ISO 9001, 14001 AND 50001 CERTIFIED COMPANY

### Pre requisites for submission of form IEPF-5 for claiming unpaid dividend amounts and shares from Investor Education and Protection Fund Authority to avoid rejections

| Sl. No. | Document details          | Submission procedure  |
|---------|---------------------------|---|
| 1.      | Hard Copy of Form IEPF-5. | <ul style="list-style-type: none"><li>➤ Submit print out of duly filled and uploaded claim form IEPF-5 with claimant signature on each page of the claim form. If the shares are held in joint names, the claim should be submitted jointly and the claim form shall be signed by all the joint holders respectively.</li><li>➤ No entry should be handwritten. Manual correction in the claim form is not allowed.</li><li>➤ The name appearing on the claim form and Share certificate shall be the same. For name correction, if any, the applicant is advised to approach RTA with necessary documents before submission of IEPF claim.</li><li>➤ DP ID and Client ID are required to be mentioned in full.</li><li>➤ All the details mentioned in the claim form shall be in confirmation with the documents provided.</li><li>➤ Submit a self attested copy of the acknowledgement form issued by the Ministry of Corporate Affairs on filing of Form IEPF-5.</li><li>➤ In case of death of any of the joint holders, approach R&amp;T Agent for the purpose of name deletion of the deceased and after the name deletion process is completed file claim through IEPF-5.</li><li>➤ In case of transmission of shares, approach R&amp;T Agent for the purpose of transmission of shares and after the completion of share transmission file claim through IEPF-5 along with self attested copy of confirmation received from RTA.</li></ul> |
| 2.      | Indemnity Bond            | <ul style="list-style-type: none"><li>➤ Submit Original copy of Indemnity Bond executed on a non judicial stamp paper of ₹200/- duly notarized. (Format in Annexure II of the Instruction kit of Form IEPF-5).</li><li>➤ The Indemnity bond shall be duly signed and dated by the claimant and witnesses.</li><li>➤ Each page of the Indemnity Bond shall be self attested.</li><li>➤ All details of claim are to be filled in the Indemnity Bond.</li></ul>  |
| 3.      | Advance Receipt           | <ul style="list-style-type: none"><li>➤ Submit original copy of Advance Stamped Receipt (Format as provided in Annexure I of the Instruction Kit of Form IEPF-5) duly signed and dated by the claimant and witnesses.</li><li>➤ A revenue stamp shall be affixed to the Advance Receipt and the</li></ul>   |

बेंगलूर कार्यालय : प्लॉट नं. A-1, के.एस.एस.आई.डी.सी.-प्रशासनिक कार्यालय भवन के सामने, इंडस्ट्रीयल एस्टेट, राजाजीनगर, बेंगलूर - 560 010  
Bengaluru Office : Plot A-1, Opp. KSSIDC A.O. Building, Industrial Estate, Rajajinagar, Bengaluru - 560 010,  
दूरभाष : Tel : (का) (0) 080-22642200, फैक्स Fax : 080 - 23505501

दिल्ली कार्यालय : कोर-8, 7वीं मंजिल, स्कोप कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003 दूरभाष : 011-24306400, फैक्स : 011-24361744  
Delhi Office : Core-8, 7<sup>th</sup> Floor SCOPE Complex, Lodhi Road, New Delhi-110003. Tel.: 011-24306400, Fax : 011-24361744

मुंबई कार्यालय : मेकर टॉवर, ई विंग 15वां तल, कफ परेड, मुंबई - 400 005. दूरभाष : 022-22173000, फैक्स : 22173233  
Mumbai Office : Maker Tower, 'E' Wing, 15<sup>th</sup> Floor, Cuffe Parade, Mumbai - 400 005. Tel. : 022-22173000, Fax : 22173233

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|----|--|---|
|    |  | Claimant shall sign across the Revenue stamp affixed.   |
| 4. | Proof of entitlement                               | <ul style="list-style-type: none"> <li>➤ Submit original share certificate as a proof of entitlement. Photocopy of the share certificates shall not be accepted.</li> <li>➤ In case shares are held in Demat form, statement from Depository Participant duly attested by the applicant to be submitted along with claim form.</li> </ul> |
| 5. | PAN Card and AADHAR Card or Passport, OCI and PIO. | <ul style="list-style-type: none"> <li>➤ Submit self attested copy of PAN card and AADHAR card.</li> <li>➤ In case the claimant is a Foreigner or Non Resident Indian, submit copy of Passport, OCI and PIO.</li> </ul>   |
| 6. | Client Master List.                                | <ul style="list-style-type: none"> <li>➤ Submit self attested copy of Client Master List of Demat Account of the claimant.</li> </ul>   |
| 7. | Original Cancelled Cheque Leaf                     | <ul style="list-style-type: none"> <li>➤ Submit original cancelled cheque leaf with name of the applicant printed on the cheque.</li> <li>➤ The bank details provided in the claim form IEPF-5 shall be in conformity with the details provided in the cancelled cheque.</li> </ul>   |