

PROCEDURE FOR CLAIMING UNPAID DIVIDEND BY SHAREHOLDERS NOT TRANSFERRED TO IEPF

In case a shareholder has not been able to receive dividend for any of the last seven years and which has not yet been transferred to the Investor Education & Protection Fund (IEPF), he /she can claim for this unpaid dividend through the following procedure:

- I. In case outdated Dividend Warrant (DW)/Demand Draft (DD) pertaining to the relevant years is available with the shareholder, he/she can send the same to RTA with a request letter for reissue. After due verification by RTA, a fresh DD will be issued/obtained and sent to the shareholder.
- II. In case DW/DD pertaining to the relevant years is not available with the shareholder, he /she can claim for this unpaid dividend by sending a request to RTA alongwith the following details/documents:
 1. Folio number/Client ID & DP-ID
 2. Period for which dividend has not been received
 3. Indemnity Bond in the prescribed form

On receipt of this RTA will verify the particulars and thereafter issue a DD against the outstanding balance in its unpaid dividend accounts with the respective bankers.

Contact details of RTA

KARVY COMPUTERSHARE PVT. LTD.
Unit-STAR PAPER MILLS LTD.

17-27, Vittal Rao Nagar, Madhapur , Hyderabad-500081

Ph: 040-44655000

Note:

1. As per, Section 205 (C) of the Companies Act 1956, any dividend amounts, which remains unpaid or unclaimed for a period of 7 years from the date they became due for payment, shall be finally transferred by the company to the IEPF.
2. The request letter should be signed by the shareholder irrespective of the fact if the shares are held in physical form or in demat. In case of physical holdings, request will be processed if signatures are matching with the specimen available in company records.
3. Request will be entertained if all the details of the shareholder(s) i.e. signature, address and Bank details are matching with the details registered with the company.
4. In case of any change in address and / or bank details, the shareholder has to get these changes registered and only thereafter, the request will be entertained. In case of shareholders holding shares in demat, the Client Master List should be provided by shareholders to RTA reflecting the current details for processing the request.