



## BgSE FINANCIALS LIMITED

CIN-U67120KA1999PLC025860

Registrar and Share Transfer Agents

Stock Exchange Towers, No.51, 1<sup>st</sup> Cross, J. C. Road,  
Bangalore - 560 027 India

Tel: 080-41329661, 41405259 Fax: 080-22276674

Email: [rta\\_marketing@bfsi.co.in](mailto:rta_marketing@bfsi.co.in) / [cs\\_rta@bfsi.co.in](mailto:cs_rta@bfsi.co.in) / [avp\\_rta@bfsi.co.in](mailto:avp_rta@bfsi.co.in)

### Unit: M/s Mac Charles (India) Ltd

Dear Sir / Madam,

Sub: Procedure to claim the shares and dividend amounts from IEPF Authority

1. We request you to follow the below mention procedure for claiming dividend amount and equity shares from IEPF Authority as per Rules 7(1) of IEPF Rules 2016:-
  - i) Download the form IEPF - 5 from the website of IEPF ([www.iepf.gov.in](http://www.iepf.gov.in)) OR the link on the company's website ( [www.machharlesindia.com](http://www.machharlesindia.com) ) for filling the claim form for refund. Read the instructions on the website/Instruction Kit along with the E- Form carefully before filling the form.
  - ii) After filling the form save it on your computer and submit the duly filled form by following the instructions given in the upload link on the website. On successful uploading, an Acknowledgment will be generated indicating the SRN. Please note the SRN for future tracking of the Form.
  - iii) Take a printout of the duly filled IEPF - 5 and Acknowledgement issued after uploading the Form.
  - iv) Submit indemnity bond in **original**, copy of Acknowledgment and self attested copy of e form along with other documents as mentioned in the form IEPF - 5 to the Nodal Officer (IEPF) of the Company at its registered office in an envelope marked "CLAIM FOR REFUND FROM IEPF AUTHORITY".
  - v) Claim Form complete in all aspects will be verified by the concerned company and on the basis of the company verification report, refund will be released by the IEPF Authority by ECS/NECS, in favour of claimant's bank account linked with Aadhar Number
2. Following supporting documents are required to be submitted by claimant along with Form IEPF- 5 to the company for refund under IEPF Rules:
  - a) Print out of duly filled and uploaded Form IEPF - 5 with claimant's signature.
  - b) Copy of Acknowledgement with SRN
  - c) Indemnity Bond (Original) with claimant's signature (as per format given in Annexure II attached with Form IEPF- 5) and to be executed:
    - In case of refund of dividend amount, on a Non Judicial Stamp Paper of the value of Rs.100 (as prescribed under Stamp Act), if the claim amount is equal or above Rs.10000/- **OR** on a plain paper, if the claim amount does not exceed Rs 10000/- ;
    - In case of refund of shares, on a Non Judicial Stamp Paper of the value of Rs.200 (as prescribed under Stamp Act);
    - Advance stamped receipt (original) as per format prescribed with signature of claimant and two witnesses;

- In case of Refund of Matured Deposit/Debenture, original share certificate there to;
- Copy of Aadhaar Card (for Indian Nationals) / Copy of Passport/OCI/PIO (for NRIs/FNs)
- Proof of Entitlement (Certificate of Shares / Dividend or Interest Warrant Number / Application No ...etc)
- Cancelled cheque leaf
- Other optional documents like succession certificates.(if any)

**NOTE:**

- 1. Please note that claimant should have a Demat Account in his/her name for claiming the shares from IEPF Authority.**
- 2. Duly filled IEPF – 5 should be send to below address:  
Nodal Officer,  
Mac Charles (India) Limited  
No.28, Sankey Road,  
Bangalore – 560052**