

## **PROCESS TO CLAIM UNPAID/UNCLAIMED DIVIDEND**

1. In case outdated Dividend Warrant (DW)/cheques pertaining to the relevant years is available with the shareholder, he/she can send the same to RTA with a request letter for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, dividend amount will be processed via NEFT or a new cheque will be issued to the shareholder
2. In case DW/cheque 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 along with the following details/documents:
  - i. Folio number/Client ID & DP-ID
  - ii. Period for which dividend has not been received
  - iii. Indemnity Bond in the prescribed form as per Annexure A

On receipt of this RTA will verify the particulars and either the amount will be processed via NEFT or a cheque will be issued against the outstanding balance in its unpaid dividend accounts with the respective bankers.

### **Contact details of RTA**

KFin Technologies Private Limited  
(Unit - ICICI Prudential Life Insurance Company Limited)  
Selenium Tower B, Plot 31-32, Gachibowli,  
Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad - 500 032  
Contact No : 1- 800-309-4001  
Email ID: [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com)  
Website- <https://www.kfintech.com> and <https://kprism.kfintech.com/>  
or  
Write to us at email ID - [investor@iciciprulife.com](mailto:investor@iciciprulife.com)

### **Note:**

1. As per Section 125(2)(c) of the Companies Act, 2013 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.