

## **PROCEDURE TO CLAIM SHARES AND/OR DIVIDENDS TRANSFERRED TO IEPF**

**Ref: CIN: U52100GJ1965PLC001347**

### ➤ **Transfer of Unclaimed Dividend**

Pursuant to the provisions of Section 124 of the Companies Act, 2013 and the rules made thereunder, the Company has transferred unclaimed dividend amount to the Investor Education and Protection Fund (IEPF) which is not claimed by the shareholders for a period of 7 years.

The details of shareholders whose unclaimed Dividend is transferred to Investor Education and Protection fund is available on the website of the Company.

### ➤ **Compulsory transfer of Equity Shares to Investor Education and Protection Fund Authority, Ministry of Corporate Affairs Account**

Pursuant to the provisions of Section 124 and 125 of the Companies act, 2013 and the rules made thereunder, the Company has transferred the shares of a shareholder, who has not claimed dividends for a continuous period of 7 years to Investor Education and Protection Fund Authority (IEPF).

The details of shareholders whose shares are transferred to Investor Education and Protection Fund Authority, Ministry of Corporate Affairs Account is available on the website of the Company.

In this connection, we request you to kindly follow the below mentioned procedure to claim the Dividend and Shares:

#### **Step-I:**

- i) Create login ID on the Ministry of Corporate Affairs (MCA) website (<http://www.mca.gov.in/mcafoportal/login.do>);
- ii) Download IEPF Form – 5 (<http://www.iepf.gov.in/IEPFA/corporates.html>);
- iii) Fill up all the details (Shareholder can contact the Company while filling the form);
- iv) Save the IEPF Form – 5;
- v) After login with your ID on MCA website, upload the IEPF Form – 5; and
- vi) Save the Challan Generated after upload.

#### **Step-II:**

Send the following documents duly signed by the shareholder to the Company to claim the dividend amounts and/or Equity Shares which were transferred to IEPF account:

- 1) Copy of Pan card and Aadhar card;
- 2) Printout of Form No. IEPF-5 sign on each page;
- 3) Copy of Challan;
- 4) Indemnity Bond duly executed on Rs.100/- non-judicial Stamp paper (format attached);
- 5) Advance Stamped Receipt after affixing the Revenue Stamp of Rs.1/- duly signed across the Revenue Stamp; and
- 6) Demat Holding Statement and / or copy of share certificate both sides (if available).

On receipt of the above original documents, the Company will submit the same to the IEPF authorities to release your unpaid dividend and / or shares.

Please mention Regd. Folio No/DP ID and Client ID and contact number (Mobile/land) in all correspondence.

**CONTACT DETAILS AND SUBMIT ALL ORIGINAL DOCUMENTS AS MENTIONED BELOW ADDRESS**

Name of the Nodal Officer: CHINTANKUMAR MAHENDRABHAI PATEL

Designation: Company Secretary

Address: 2ND FLOOR, GUJARAT CHAMBERS BUILDING,  
ASHRAM ROAD, AHMEDABAD – 380009,  
GUJARAT, INDIA

Contact No.: +91 79 26575757+91 9979855527

Email: [cs@gsecl.co.in](mailto:cs@gsecl.co.in)

