



## IIFL HOME FINANCE LIMITED

### POLICY ON TRANSFER OF UNCLAIMED AMOUNTS TO ESCROW ACCOUNTS AND CLAIM THEREOF BY INVESTORS

Version: F.Y. wise version control <ex: F.Y. 2024-25_Version 1.0/2.0/3.0>	F.Y. 2024-25 Version 1.0
Document Owner	Company Secretary
Prepared and Recommended by	Compliance Department
Document Classification: Restricted/Internal/Public	Public

## INDEX

Sr. No.	Particulars	Page No.
1.	Objective of the policy	3
2.	Effective Date	3
3.	Definitions	3
4.	Obligations of the Company	4
5.	Procedure for Investors	4
6.	Procedure for legal heir/successor/nominee	5
7.	Amendment	5
8.	Annexure A	6
9.	Annexure B	7

### **1. Objective:**

In accordance with the Securities and Exchange Board of India circular no. SEBI/HO/DDHS/DDHS-RAC-1/P/CIR/2023/176 dated November 08, 2023 ("SEBI Circular") read with Regulation 61A of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations"), Chapter VIII of the Companies Act, 2013 read with Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, the company has adopted the following policy and procedures on transfer of Unclaimed Amounts to Escrow Accounts and claim thereof by Investors. This Policy would ensure transparency, efficiency in the handling of unclaimed interest, dividends and redemption amounts. It is designed to uphold principles of good corporate governance and ensure compliance with the SEBI Listing Regulations and the Companies Act, 2013 ("Act").

### **2. Effective Date:**

This Policy shall come into effect from March 01, 2024.

### **3. Definitions:**

- 3.1. "Escrow Account" means an account opened in any scheduled bank for the purpose of transferring unclaimed amounts;
- 3.2. "IEPF" means an Investor Education and Protection Fund as defined under Section 125 of the Act;
- 3.3. "Non-convertible securities" or "NCS" means 'securities' as defined under regulation 2(1)(x) of the Securities and Exchange Board of India (Issue and Listing of Non-Convertible Securities) Regulations, 2021;
- 3.4. "Unclaimed Amounts" means any interest, dividend or redemption amount of NCS that remains unclaimed for thirty days from the due date of payment.

### **4. Obligations of the Company:**

- 4.1 **Transfer of unclaimed amounts to Escrow Account:** The Company shall transfer unclaimed amounts to an Escrow Account within seven days from the expiry of the said period of thirty days.
- 4.2 **Interest in case of Default:** In case a default is made in transferring the amount referred in point 4.1 above or part thereof to the Escrow Account of the Company, the Company shall pay, interest on the amount that has not been transferred to the said account, for the period of default i.e. from the date of default till the date of transfer to the Escrow Account, at the rate of twelve percent per annum. The said interest amount shall accrue to the investors in proportion to the amount remaining unclaimed.

4.3 **Nodal Officer:** The Company has already appointed the Company Secretary as the Nodal Officer for resolving investor grievance/queries with respect to IEPF and unclaimed amounts, if any. The name, designation and contact details of the Nodal Officer are available on its website on the following URL: <https://www.iiflhomeloans.com/investor-relations/investor-grievance>.

4.4 **Maintenance of records:** The Company shall preserve information pertaining to the unclaimed amounts of investors including relevant documentation. The Company shall furnish necessary information, as and when called for by the SEBI.

4.5 **Update of information:** Any change in the information uploaded on the website shall be updated by the Company by the seventh day of the succeeding month.

## **5. Procedure for Investors:**

5.1 Investors claiming unclaimed amounts shall apply to the Company by submitting their claim application to the Company as per the format mentioned in “Annexure A” on [secretary@iiflhomeloans.com](mailto:secretary@iiflhomeloans.com) or to the RTA of the Company on [team.bonds@linkintime.co.in](mailto:team.bonds@linkintime.co.in).

5.2 The investors need to submit their claims along with the following document(s):      Proof  
of identity;  
Proof of address; and  
Proof of holding

5.3 Upon receipt of a claim application, the Company/RTA shall verify the claim and if upon examination finds it necessary to call for further information or finds such application or document(s) to be defective or incomplete in any respect, it shall intimate the investor, of such need for further information or clarity in respect to any defects or incompleteness.

5.4 The Company will inform the investor to furnish such information or to rectify such defects or incompleteness or to re-submit such application or document(s) within thirty days from the date of receipt of such communication. If the investor failed to provide such rectified documents/information within the above stipulated timeline the Company has a right to reject such claim. However, rejection of claim does not debar an investor from filing a fresh claim.

5.5 Upon verification the investor shall, within thirty days of receipt of a complete/corrected/rectified claim, receive the payment using electronic modes of funds transfer.

**6. Procedure for legal heir/successor/nominee:**

The legal heir/successor/nominee shall satisfy the provisions specified under the SEBI Listing Regulations and circulars issued thereunder, for the transmission of non-convertible securities and/ or the corresponding claim thereon, as applicable based on which the above procedure with respect to claiming the unclaimed amounts as per format mentioned in “Annexure B” will apply mutatis mutandis for legal heir/ successor/nominee.

**7. Amendment:**

The Company reserves the right to amend or modify this policy in whole or in part, at any point of time in line with the applicable provisions of the SEBI Listing Regulations, the Companies Act, 2013 and Rules made there under (including Statutory modification(s) or re-enactment(s) thereof for the time being in force).

**Annexure A**

**Revalidation Documents for Securities held in Demat mode**

<b>Name:</b>	
<b>ISIN no:</b>	
<b>Demat account no:</b>	
<b>Unit:</b>	

Please note that the security holders are requested to submit hard/scanned copy of a request letter duly signed by the registered security holder along with updated client master list ("CML") duly stamp by your Depository Participant ("DP")/Broker to RTA at C-101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai - 400083.

Kindly note that your correct bank details are required to be updated with your DP and the same should also reflect in the CML copy submitted.

**Annexure B**

**Transmission Procedure for Securities held in Demat mode**

<b>Name:</b>	
<b>ISIN no:</b>	
<b>Demat account no:</b>	
<b>Unit:</b>	

Kindly note since the securities are held in Demat form, the security holders are requested to comply with the transmission procedure with your DP and submit the below mentioned documents to process the redemption payment in the name of the legal heir or the nominee.

1. Request letter duly sign by registered nominee/legal heir.
2. Updated Client Master List (CML copy) of registered nominee/legal heir.
3. Client Master List (CML copy) of deceased holder.
4. Holding cum transaction of the above mentioned De-mat account.
5. Notarized death certificate of deceased holder.