

# Procedure for Claiming Shares & Unpaid Dividends from Investor Education and Protection Fund Authority (IEPF)

## Step – I: Verification of Details from Company / RTA

Shareholders should contact Titan Biotech Limited or its Registrar & Transfer Agent (RTA) to obtain the year-wise dividend entitlement and the number of shares transferred to the IEPF Authority.

### **IMPORTANT NOTE:**

*For claims filed after 20th February 2026 i.e. record date of split, pre-split details will not be valid. Please verify the latest (post-split) details with the Company or its RTA before filing Form IEPF-5.*

*In case of claims involving duplicate share certificates or transmission: In the **Affidavit and Indemnity Bond prepared for duplicate / transmission purposes**, you are required to mention the **pre-split details** of shares as per Original Share Certificate (i.e., details prior to the record date of 20th February 2026).*

*Please follow the above instructions carefully to avoid any delays or rejection of your claim.*

## **Q1) How to Contact the Company / Registrar for Step I?**

Kindly communicate with the Company to obtain year-wise dividend entitlement details and number of shares transferred to the IEPF Authority at:

### **Titan Biotech Limited**

Mr. Charanjit Singh (CS & Nodal Officer)  
Address: A-2/3, Third Floor, Lusa Tower,  
Azadpur Commercial Complex, Azadpur, Delhi-110033  
Email: [hrd@titanbiotechltd.com](mailto:hrd@titanbiotechltd.com), [cs@titanbiotechltd.com](mailto:cs@titanbiotechltd.com)  
Telephone No.: 011-27355742

### **Registrar and Transfer Agent (RTA)**

**Beetal Financial & Computer Services (P) Limited**  
Address: 3rd Floor, 99 Madangir, Behind Local  
Shopping Centre, Near Dada Harsukhdas Mandir,  
New Delhi-110062  
Email: [beetal@beetalfinancial.com](mailto:beetal@beetalfinancial.com)  
Telephone No.: 011-29961281-283

## Step – II: Opening of Demat Account

The applicant is required to open a Demat Account with any Depository Participant (DP) either in CDSL or NSDL, since the shares will be credited by the IEPF Authority only in the claimant's Demat Account.

## Step – III: Filing of Form IEPF-5 on MCA Portal

### **1. Login and Complete the Form**

- Visit the MCA portal: <http://mca.gov.in/mcafoportal/login.do>
- Navigate to: **MCA Services → IEPF Related Services → IEPF-5 Web Form**
- Carefully read the instructions before filling the form.
- **Keep ready the following documents:**  
PAN, valid email, mobile number, Demat account details (DP ID & Client ID – ensure no gaps or spaces filled in the Form IEPF-5), and Bank account with IFSC.
- Attach scanned copies of all required documents with the form.

### **2. Submit Documents to the Company**

- After filing Form IEPF-5, send all supporting documents to:  
**Mr. Charanjit Singh, Company Secretary & Nodal Officer**
- Envelope should be marked: *"Claim for Refund from IEPF Authority"*
- Retain courier tracking details as required under MCA rules.

### **3. Documents Required for Submission**

1. Self-attested copy of **Form IEPF-5**, duly signed on each page by the claimant(s) (in case of joint holding).
2. Self-attested copy of **Challan or Acknowledgment** generated after submission of Form IEPF-5
3. **Original Share Certificate** (if available) OR **Original Entitlement Letter** issued by the Company.
4. **Duly executed Indemnity Bond** (original, auto-generated from MCA portal), signed by the claimant(s) and two witnesses, including date, place, names, addresses, and notarization. Only the auto-generated format is acceptable.

## Requirement of Non-Judicial Stamp Paper for Indemnity Bond

- A. In case of claim of only dividend amount:** If dividend amount is less than Rs. 10,000, the Indemnity Bond can be executed on plain paper.
- If dividend amount is Rs. 10,000 or more, the Indemnity Bond must be executed on non-judicial stamp paper of appropriate value as prescribed under the Stamp Act of the respective State.
  - In case of claim of both shares and dividend: The Indemnity Bond must be executed on non-judicial stamp paper of appropriate value as prescribed under the Stamp Act of the respective State.
5. **Advance Stamped Receipt:** Original, signed with Rs.1 revenue stamp.(if applicable)
  6. **ID Proofs:** Self-attested Aadhaar & PAN of claimant(s) and witnesses OR Self-attested copy of Passport, OCI and PIO card in case of foreigners and NRIs.
  7. **Original Cancelled Cheque** leaf containing name of the claimant(s). If name of claimant not printed on cheque, provide self-attested copy of first page of passbook.
  8. Copy of **Client Master List (CML)** of Demat Account of the claimant, duly self-attested by all the claimants and attested by the Depository Participant.  
*Note: Bank details on cheque must exactly match with the CML.*

## Step – IV: Submission of Courier Details and dispatch of documents

Enter the courier details (tracking number) on the MCA portal and then send all the required documents to the Nodal Officer of the Company on the address as mentioned above

Once all documents are complete and verified, the Company will submit the online E-Verification Report (EVR) to the IEPF Authority. The IEPF Authority will then review the claim and either accept or reject it. The outcome will be communicated to the shareholder via email.

In case the IEPF Authority or the Company requests any corrections or additional documents, the shareholder is required to resubmit the necessary documents promptly to avoid delays in processing the claim.

### **4. Additional Documents to be Submitted in Case of 'MISMATCH OF CLAIMANT'S NAME'**

In case the claimant's name as per the Company's records does not match with the name appearing on documents such as PAN Card, Aadhaar Card, Passport, cancelled cheque leaf, Client Master List (CML), etc., the following documents will be required:

- a) An **Affidavit** (duly notarized) explaining the reason for the deviation, executed on non-judicial stamp paper of appropriate value as prescribed under the Stamp Act of the respective State;
- b) **Marriage Certificate, Gazette Notification**, etc., wherever applicable;
- c) **Any identity proof** bearing the old name, for verification purposes.

### **5. In Case of 'LOSS OF SECURITIES' Held in Physical Mode**

- i. Write to the RTA to confirm that the shares and dividend were transferred to the IEPF Authority.
- ii. Request an Entitlement Letter from the RTA.
- iii. The RTA may require submission of KYC documents, such as **ISR-1, ISR-4 and any one of ISR-3 / SH-13 / SH-14**, along with **signature verification (ISR-2)** to confirm the claimant's authenticity, and the below-mentioned documents for the issuance of duplicate share certificates.
- iv. In case the claimant is a legal heir of a deceased investor, the RTA may require legal documents such as a **Succession Certificate, Probate of Will, or Legal Heir Certificate**, as applicable.
- v. Self-attested copy of **FIR/ Police Compliant** containing information of security holder, holding details, folio number and distinctive numbers of share certificate if the market value of the shares is greater than Rs. 5,00,000.
- vi. **Indemnity Bond** by security holder on a non-judicial stamp paper of requisite value duly attested by Notary Public by the person, in whose name the original share certificate are being issued that he has not sold / disposed off the involved securities or acted in any manner by which any interest of third party would have been created.
- vii. **Copy of Advertisement** regarding loss of securities in a widely circulated newspaper if the market value of the securities shares is greater than Rs. 5,00,000.

**Explanation I:** A foreign national or non-resident Indian, in lieu of documents mentioned in item 1, shall be permitted to provide self-declaration of securities lost or misplaced or stolen which shall be duly notarised or

apostilled or consularised in their country of residence, along with self-attested copies of valid passport and overseas address proof.

**Explanation II:** The value of the securities as on the date of application shall be quantified by the applicant based on the closing price of such securities at any one of the recognised stock exchange a day prior to the date of such submission in the application, for listed securities.

#### **6. Additional Documents to be submitted to the Authority in case of 'Joint holder is deceased':**

- i. Notarised Copy of **Death certificate**.
- ii. **Signature of the Surviving holder** (applicant) to be attested by the Bank with a copy of Pass Book (1st & last page).

#### **7. Additional Documents to be submitted to the Company and to the IEPF Authority for obtaining the "ENTITLEMENT LETTER" in case of transmission of securities:**

1. Where the securities are held with nomination:
  - 1.1 Duly signed **transmission request form** by the claimant.
  - 1.2 Copy **of death certificate** of security holder attested by claimant.
  - 1.3 Self-attested copy of **PAN card** and **Aadhaar Card**.
  - 1.4 The **Original Share Certificate** is to be sent to the company and scanned copy to be attached with the form.
  - 1.5 **Any other government ID** proof of the nominee.
2. Where the securities are held without nomination:
  - 2.1 **Affidavit from all the legal heirs** made on appropriate non-judicial stamp paper- to the effect of identification and claim of legal ownership to the securities: Provided that in case the legal heir(s) or claimant(s) is named in the succession certificate or probate of will or Letter of Administration, an Affidavit from such legal heir(s) or claimant(s) alone would be sufficient.
  - 2.2 For value of securities up to Rs. 5,00,000 (Rupees Five lakhs only) per issuer company as on date of application, one or more of the following documents:
    - (a) **Succession certificate or probate of will or will or letter of administration or Decree**, as may be applicable in terms of Indian Succession Act, 1925. (39 of 1925) or any other Decree or Order of any Court or Tribunal or legal heir certificate issued by the revenue authority not below the rank of Tahsildar having jurisdiction;
    - (b) In the absence of the documents as mentioned at (a) above,
      - i. **No objection certificate** from all legal heir(s) executed by all the legal heirs of the deceased holder not objecting to such transmission (or) copy of Family Settlement Deed duly notarized and
      - ii. **An Indemnity bond** made on appropriate non-judicial stamp paper indemnifying the STA or Issuer Company.
  - 2.3 For value of securities more than Rs. 5,00,000 (Rupees Five lakhs only) per issuer company as on date of application:

**Succession certificate or probate of will or letter of administration or Decree**, as may be applicable in terms of Indian Succession Act, 1925. (39 of 1925) or any other Decree or Order of any Court or Tribunal or legal heir certificate issued by the revenue authority not below the rank of Tahsildar having jurisdiction.

*Once you have the entitlement letter, you can File an IEPF-5 form online on the MCA (Ministry of Corporate Affairs) portal.*

#### **Q. In which cases is an Entitlement Letter (EL) required?**

An Entitlement Letter (EL) is required in the following cases:

- Loss or misplacement of original share certificate
- Non-availability of original share certificate
- Transmission of shares (in case of deceased shareholder)
- Issue of duplicate share certificates

**Note:** EL is not required if the original share certificate is available and submitted