



Chaitanya

**POLICY FOR DEALING WITH UNCLAIMED AMOUNTS WITH RESPECT TO
NON- CONVERTIBLE SECURITIES.**

OF

CHAITANYA INDIA FIN CREDIT PRIVATE LIMITED

Document Metadata

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Table of Contents

1	Background.....	1
2	Objective of Policy.....	1
3	Definitions.....	1
4	Nodal Officer.....	1
5	Framework for dealing with the unclaimed amounts by the Company.....	1-3
6	Procedure for submission of claim.....	3-4
7	Review & Amendments.....	4
	Annexure-1.....	5
	Annexure-2.....	6

1 Background

This Policy for dealing with unclaimed amounts lying with the Company (**'Policy'**) has been framed and adopted by the Board of Directors in pursuance of Regulation 61 (A) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('LODR Regulations') and SEBI Circular No. SEBI/HO/DDHS/DDHS-RAC-1/P/CIR/2023/176 dated November 08, 2023 on 'Procedural framework for dealing with unclaimed amounts lying with entities having listed non-convertible securities and manner of claiming such amounts by investors'.

2 Objective of Policy

The policy has been framed to standardize the process to be followed by the company for the manner of handling the unclaimed dividend or interest/redemption amount lying with the Company pertaining to the Non-Convertible Securities issued by the company.

3 Definitions

"Act" shall mean the Companies Act, 2013, as amended from time to time and Rules made there under.

"Company" shall mean Chaitanya India Fin Credit Private Limited.

"Escrow Account" means Escrow Account opened by the Company in any scheduled bank.

"IEPF" shall mean the 'Investor Education and Protection Fund' established by the Central Government of India in terms of section 125 of the Companies Act, 2013.

"Non-Convertible Debt Securities" means **"debt securities"** as defined under the Securities and Exchange Board of India (Issue and Listing of Non-Convertible Securities) Regulations, 2021

"Debt Securities" means non-convertible debt securities with a fixed maturity period which create or acknowledge indebtedness and includes debentures, bonds or any other security whether constituting a charge on the assets/ properties or not, but excludes security receipts, securitized debt instruments, money market instruments regulated by the Reserve Bank of India, and bonds issued by the Government or such other bodies as may be specified by the Board.

"Investors" shall mean the Non-Convertible Securities holders of the Company.

4 Nodal Officer

The investors can raise their queries or grievances, relating to their claim directly with the Nodal Officer at the below address:

Name of the Nodal Officer	Neeraj Jain
Designation	Company Secretary & Compliance Officer
Email Id	cs@chaitanyaindia.in
Contact	+91 98180 97611
Address	Block-B, 8 th Floor, Brigade Software Park, 27 th Cross Road, Banashankari Stage II, Bangalore, Karnataka - 560070

The Company shall display the name, designation and contact details of the Nodal Officer on its website. In case there is a change in the Nodal Officer due to any reason, the Company shall designate another person as a Nodal Officer within fifteen days of such change.

5 Framework for dealing with the unclaimed amounts by the Company.

i. Transfer of unclaimed amounts to Escrow Account:

Where the interest/dividend/redemption amount has not been claimed by the investor within 30 (Thirty) days from the due date of interest/ dividend / redemption payment, the Company shall within 7 (Seven) days from the date of expiry of the said period of 30 (Thirty) days, transfer the amount to an escrow account.

ii. Display of information with respect to unclaimed amounts by Company on its website:

The Company shall, within a period of 30 (Thirty) days of transferring the unclaimed amount to the Escrow Account, upload details on its website as given below:

ISIN	Amount lying unclaimed (in INR)	Category (Interest/ Dividend/ Redemption amount)	No. of investors	Date when amount became due (dd/mm/yyyy)	Date when unclaimed amount was transferred to Escrow Account (dd/mm/yyyy)	Date when amount is to be transferred to IEPF (dd/mm/yyyy)
Total						

Name and designation of the Nodal Officer:

Email ID and phone no.:

iii. Transfer of unclaimed amounts to IEPF:

If any amount transferred to the escrow account remains unclaimed for 7 (Seven) years shall be transferred to the IEPF established by Central Government in terms of Section 125 of the Companies Act, 2013.

iv. Search facility for investor on the website of the Company:

The Company shall provide a search facility on its website for investors to verify if there is any unclaimed amount due to them and lying in the Escrow Account of the Company.

The search criterion may be based on combinations, such as:

- a) PAN and Date of birth; or
- b) Name and Depository Participant Identification (DP ID)/ Client Identification (Client ID).

Upon search, the following information shall be visible to the investor:

- a) Amount due to the investor on the date of payment (in INR);
- b) Category – interest/ dividend/ redemption amount;
- c) Date when amount became due (dd/mm/yyyy);
- d) Amount (in INR) transferred to Escrow Account (including penal interest, if any, for delay in transfer by the Company);
- e) Date when unclaimed amount was transferred to Escrow Account (dd/mm/yyyy).

v. Conditions for rejection of claim and option of re-filing of a claim:

The Company/Nodal Officer upon receipt of a claim application shall examine the details provided by the investor, 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 information or defects or incompleteness, by e-mail or other written communication and direct the investor to furnish such information or to rectify such defects or incompleteness or to re-submit such application or document(s) within 30 (Thirty) days from the date of receipt of such communication, failing which the claim may be rejected. However, rejection of claim does not debar an investor from filing a fresh claim.

vi. Maintenance of records:

The Company shall preserve information pertaining to the unclaimed amounts of investors including relevant documentation.

vii. Update of information:

If there is any change in the information uploaded on the website, the Company shall update the same on the website by the seventh day of the succeeding month.

6 Procedure for submission of claim

i. Procedure for claim by an investor:

An investor can claim for payment of any unclaimed dividend/interest/redemption amount lying with the Company by sharing the details in the request letter (as per **Annexure 1**) along with the following documents:

- (a) Self-attested copy of PAN card.
- (b) Self-attested copy of Adhaar card or passport.
- (c) Updated Client Master List or Demat account statement.
- (d) Cancelled Cheque of the same bank account which is reflected in the Client Master Ledger (CML).
- (e) For institutional Investors constitutional documents and scanned copy of the relevant board resolution/authority letter, etc. by Authorized Signatories.

ii. Procedure for claim by legal heir/successor/nominee of the investor:

The aforementioned procedure in respect of the investor shall apply, mutatis mutandis, to the legal heir/ successor/ nominee of the investor. In case a claim is made by legal heir/successor/ nominee, the following additional documents are required to be submitted.

Upon the death of security holder / joint security holders, the Nominee shall be treated as the claimant.

In case the securities are held singly/jointly with nomination:

- a) Duly signed request form by the nominee;
- b) Copy of death certificate attested by the nominee subject to verification with the original or copy of death certificate duly attested by a notary public or by a Gazetted Officer;
- c) Self-attested copy of the PAN card of the nominee.

In case the securities are held singly/jointly without nomination:

- a) A notarized affidavit from all legal heir(s) made on non-judicial stamp paper of appropriate value, to the effect of identification and claim of legal ownership to the securities.

However, in case the legal heir(s)/claimant(s) are named in the Succession Certificate or Probate of Will or Will or Letter of Administration as may be applicable in terms of Indian Succession Act, 1925 or Legal Heirship Certificate or its equivalent certificate issued by a competent Government Authority, an affidavit from such legal heir(s)/claimant(s) alone shall be sufficient.

- b) Duly signed request form by the legal heir(s)/claimant(s);
- c) Copy of death certificate attested by the legal heir(s)/claimant(s) subject to verification with the original or copy of death certificate duly attested by a notary public or by a Gazetted Officer.

- d) Self-attested copy of the PAN card of the legal heir(s)/claimant(s);
- e) Copy of Succession Certificate or Probate of Will or Will or Letter of Administration or Court Decree as may be applicable in terms of Indian Succession Act, 1925 or Legal Heirship Certificate or its equivalent certificate issued by a competent Government Authority, attested by the legal heir(s)/claimant(s) subject to verification with the original or duly attested by a notary public or by a Gazetted Officer.
- f) Original Indemnity Bond duly signed by the Claimant in the format attached as **Annexure 2**;

The legal heir/ successor/ nominee shall satisfy the provisions specified under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and circulars issued thereunder, for the transmission of non-convertible securities and/ or the corresponding claim thereon, as applicable.

iii. Manner of submission of claim:

An investor or legal heir/successor/nominee of the investor can claim for payment of any unclaimed dividend/interest/redemption amount lying with the Company by sharing the above-mentioned documents to the Nodal Officer of the Company through email or hardcopy at the address of the Company.

An investor can raise their query/grievance, if any, relating to their claim to the Nodal officer.

iv. Examination of the claim received by the Nodal Officer:

Upon receipt of a claim application, if the Company/Nodal Officer, 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 information or defects or incompleteness, by e-mail or other written communication and direct the investor to furnish such information or to rectify such defects or incompleteness or to re-submit such application or document(s) within 30 (Thirty) days from the date of receipt of such communication, failing which the claim may be rejected.

v. Timeline for processing of the claim:

The Company shall within 30 (Thirty) days of receipt of a claim application from an investor or complete information as called upon from the investor, remit the payment to the investor using electronic modes of funds transfer.

7 Review & Amendments

The policy will be subject to review after a period of two years unless amended, modified, or supplemented from time to time to ensure compliance with any modification/ amendment to SEBI Circulars/ Notifications, Companies Act, 2013 or any other regulatory guidelines or as may otherwise be prescribed by the Board from time to time.

To,
Chaitanya India Fin Credit Private Limited
 Secretarial Department
 'B' Block, 8th Floor, Brigade Software Park,
 27th Cross Road, Banashankari Stage II,
 Bangalore, Karnataka - 560070

Kind Attention: Company Secretary

Dear Sir / Madam,

Sub: Credit of the unclaimed interest/principal amount on Non-Convertible Debentures issued by Chaitanya India Fin Credit Private Limited

I/We, _____, am/are holding Non-Convertible Debentures ("NCDs") issued by Chaitanya India Fin Credit Private Limited ("the Company"), as per below details:

Sr. No.	Details	Particulars
1.	No. of NCDs	
2.	ISIN	
3.	Amount remaining unclaimed	

With reference to the various reminders by the Company and/or telephonic conversation with the official of the Company, I/we request you to credit the unclaimed amount in the Bank Account, details of which are given as below:

Name of the Bank:

Branch:

Type of Account:

Account Number:

IFSC Code:

MICR Code:

Please find enclosed herewith the following documents to enable the Company to process the Unclaimed Amount:

- Self-attested copy of PAN card
- Self-attested copy of Adhaar card or passport
- Updated Client Master List or Demat account statement
- Cancelled Cheque of the same bank account which is reflected in the CML
- For institutional Investors constitutional documents and scanned copy of the relevant board resolution/authority letter, etc. by Authorized Signatories

Request you to process the credit of the unclaimed amount.

Yours faithfully

Sign/-

Name of Investor

Address:

Contact Details:

INDEMNITY BOND

(To be executed by the Claimant on a non-judicial stamp paper and notarised)

THIS DEED OF INDEMNITY is made at _____ this _____ day of _____ of _____ By Mr./Ms. _____ wife/son/daughter of Mr./Ms. _____ residing at _____ (which expression shall unless it be repugnant to the meaning or context thereof be deemed to mean and include them and their respective heirs, executors, administrators and legal representatives) of the First Part.

IN FAVOUR OF:

Chaitanya India Fin Credit Private Limited a Company registered under the provisions of Companies Act, 1956 having its registered office at 'B' Block, 8th Floor, Brigade Software Park, 27th Cross Road, Banashankari Stage II, Bangalore, Karnataka – 560070 (hereinafter called as the "**CIFCPL/Company**") which expression shall include unless repugnant to the subject or context be deemed to include their successors, permitted assigns, representatives) on the Other Part.

WHEREAS:

1. Mr./ Ms. _____ holds _____ (Non-Convertible Securities) in the Company and the interest/ redemption/ dividend (**strike out the options which are not applicable**) remains unclaimed with respect to said security.
2. That Mr. _____ has passed away on _____.
3. That I _____ (hereinafter referred as "Claimant"), being the legal heir of the deceased have approached **CIFCPL** and requested for release of the unclaimed interest/ redemption/ dividend amount (**hereinafter referred to as "Unclaimed amount"**) due to the _____ (name of original investor) lying with the Company.
4. That in support of the above said request, I have enclosed the following documents:
 - a)
 - b)

NOW, THEREFORE, THIS INDEMNITY BOND WITNESSETH as under:

In consideration of the above having agreed to comply with my request on my executing an indemnity bond in favour of the **CIFCPL**, I, the Claimant, hereunder for myself, my heirs, executors, administrators and assigns do hereby agree to indemnify and keep indemnified the Company, its successors, directors, manager and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said securities or any part thereof or otherwise arising out of release of said unclaimed amount in my favor and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner whatsoever.

I hereby solemnly affirm and certify that the statements contained in above paragraphs are true to the best of my knowledge, information and belief and that nothing material has been concealed from being disclosed and are binding on me.

I hereby also confirm that all the documents submitted to Company are true and correct.

IN WITNESS whereof, this bond of indemnity is executed by my hand on this ___ day of _____, _____.

Signature: _____

Name of Claimant: _____

Signed before me

(Signature of Notary)

**Official Stamp and Seal of the
Notary and Registration No.**