

## **CONTACT DETAILS OF NODAL OFFICER FOR THE COORDINATION PURPOSE WITH IEPF AUTHORITY ALONGWITH PROCEDURE TO CLAIM REFUND**

1. Name : Mr. Manmohan Pareek
2. Designation : Company Secretary and Compliance Officer
3. Address : CP Tower, Road No. 1, IPIA, Kota (Raj.) India - 324005
4. Email ID : [manmohan@cpuniverse.in](mailto:manmohan@cpuniverse.in)
5. Tel. : +91 744 3559282

### **PROCEDURE TO CLAIM REFUND**

1. Write a letter to Company / RTA regarding the details of shares and year wise dividend transferred to IEPF and documents required for getting the entitlement letter.
2. Submit the necessary documents as requested by the Company / RTA and obtain the entitlement letter
3. Visit the website [www.mca.gov.in](http://www.mca.gov.in) and fill and submit the form IEPF-5 for filing the claim for refund of shares and dividend. Read the instructions provided on the website/instruction kit along with the e-form carefully before filling the form.
4. On successful uploading an acknowledgement will be generated indicating the SRN. Please note the SRN for future tracking of the form.
5. Take a printout of the duly filled IEPF-5, acknowledgement, indemnity bond and advanced receipt issued after uploading the form.
6. Submit indemnity bond in original, copy of acknowledgement and self-attested copy of e-form along with the other documents as mentioned in the Form IEPF-5 to Nodal Officer (IEPF) of the company at its registered office in an envelope marked "Claim for refund from IEPF Authority".
7. Claim forms completed in all aspects will be verified by the company and submit the everification report to IEPF Authority, in case of any discrepancy Company may ask for additional documents or corrections in documents.
8. on the basis of company's verification report, refund will be released by the IEPF Authority in favor of claimants' Aadhaar linked bank account through electronic transfer.