

## **Payment of unclaimed Dividend through Electronic Mode**

**Documents required for claiming the dividends that are unclaimed for more than 30 days from the date of declaration and upto 7 years. After 7 years the dividend is to be claimed from IEPF by filing E-form IEPF-5 as per the procedure given thereat link <https://www.iepf.gov.in/IEPF/corporates.html>.**

1. A requisition letter to the RTA furnishing the following details:
  - i. particulars of the dividend not received
  - ii. folio number (in case of physical shares)
  - iii. DP Id / Client ID particulars(in case of dematerialized shares)
2. Self-Attested PAN Card copy.
3. Original Dividend warrant / DD (if available with the shareholder)
4. Latest updated Client Master List (CML) stating current Bank details (only in case of shareholders holding shares in demat form).
5. Cancelled cheque leaf with shareholder's name printed on it (only in case of shareholders holding physical shares).
6. If the shareholder is not in possession of the original Dividend Warrant / DD then he / she has to submit the duly notarized Indemnity Bond (**Annexure-1**) on non-judicial stamp paper of the value applicable in the state where the documents is executed (**see note below**) in case if dividend amount is more than Rs.10000/- and indemnity on plain paper if its less than Rs.10000/- (**all pages should be signed by the shareholder**).

### **NOTE**

- Attestation of photocopies/xerox copies should be done by a Magistrate/Notary Public/ Special Executive Magistrate or a similar authority holding a public office and authorised to use the seal of this office.
- Notarised documents should also contain Notary Serial no. / Register no. etc. as per the provisions of the Notaries Rules, 1956.

### **Documents to be sent to RTA on the below mentioned address)**

**Name :** Shri S Chandrasekaran

**Address :** M/s. Data Software Research Company Private Limited

19, Pycrofts Garden Road, Nungambakkam,  
Chennai 600 006,

**Phone No :** +91 44 28213738 , +91 44 28214487

**Email :** [bpcl@dsrc-cid.in](mailto:bpcl@dsrc-cid.in)

**Procedure:**

1. The Shareholder has to submit the above mentioned documents to the RTA.
2. After certain internal processes, the bank will credit the dividend amount directly to the bank account of the shareholder.

**Annexure -1**

Ref : DSRC\UNCLAIMED DIV\BPCL

Date

To

Bharat Petroleum Corporation Ltd.  
Mumbai 400 001

Sub : Unclaimed dividend for the years

Folio / Benacc

Mobile no.

Dear Sir/Madam,

I/We \_\_\_\_\_ son/daughter of \_\_\_\_\_ residing at \_\_\_\_\_

do solemnly declare and confirm that I/We have not received/lost/misplaced the dividend warrant(s) amounting to Rs. \_\_\_\_\_ referred above.

In consideration of the Company issuing me /us a duplicate warrant [s] for the above dividend(s) registered in my/our name(s) in lieu of dividend warrants which has been lost / misplaced, or not received I/We hereby undertake and engage for myself/ourselves, my/our executors, administrators and assign to hold the said Company and Directors and officers thereof, harmless and indemnified by payment on demand without demand or protest against all suits, actions, proceedings, changes, damages, demands etc which may arise in the event of the original dividend warrant being paid at any time or otherwise in consequence of the Company issuing a duplicate dividend warrant in lieu of the original dividend warrant.

I/We further undertake that in the event of the original dividend warrant eventually coming into our possession, I/We will forthwith surrender the said dividend warrant to the company.

Witness to the signature with full address and occupation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
[signature of the shareholder]

**Instructions**

1. The above indemnity is to be furnished on a plain paper if the amount of dividend(s) is less than Rs.10,000 else the same may be furnished on non-judicial stamp paper of Rs.200.
2. The duly executed indemnity may be sent to our Registrar & Transfer Agent, M/s. Data Software Research Company Pvt. Ltd, No. 19 Pycrofts Garden Road, Nungambakkam Chennai 600 006( Off. Haddows Road Passport Office)
3. Please intimate us if there is any change in your address along with proof of address.