Claiming of Shares from Escrow Account

As per the new SEBI Circular dated 25.01.2022, Letter of Confirmation (LOC) has to be issued to the Shareholder for various Investors Service Requests in case of physical share certificate. The LOC will be valid for 120 days from the date of its issue, within which the shareholder shall make a request to their Depository Participant (DP) for dematerializing the said securities. In case the Shareholder fails to submit the LOC within 120 days from the date of issue of LOC to their DP, the shares shall be transferred to the Suspense Escrow Demat Account of the Company. The methodology for claiming these shares back from the Suspense Escrow Demat Account is given below.

Documents required:

Request letter in Form ISR-4 by ticking the box **"claim from unclaimed suspense account"** in column B (**Annexure -1**) duly signed by the shareholder(s) along with the other documents mentioned therein and a self -attested copy of the PAN card.

The above Documents to be sent to RTA on the below mentioned address

KFin Technologies Limited

Unit: Bharat Petroleum Corporation Limited

Selenium Tower B,

Plot 31 & 32, Financial District,

Nanakramguda,

Hyderabad - 500 032

Toll free: 1800 309 4001

Email: einward.ris@kfintech.com

Procedure:

1. The applicant should ensure that they have a valid demat account.
2. On submission of ISR-4 Form, RTA will verify the same and issue a "Letter of Acknowledgement" to the shareholder and subsequently if all the documents are in order, will process the claim & credit the shares into the demat account of the claimant(s) accordingly.

भारतीय प्रतिभूति और विनिमय बोर्ड
Securities and Exchange Board of India

Annexure-1

Form ISR-4

(Refer circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

Request for issue of Duplicate Certificate and other Service Requests

(for Securities - Shares / Debentures / Bonds, etc., held in physical form)

Date:___ /___ /_____

A. Mandatory Documents / details required for processing all service request:

I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer Company (tick ☐as relevant, refer to the instructions):

- Demat Account No. (If available): ☐☐☐☐☐☐☐☐ ☐☐☐☐☐☐☐☐

  Provide Client Master List (**CML**) of your Demat Account from the Depository Participant*

- Provide the following details, if they are not already available with the RTA (see SEBI circular dated November 03, 2021 in this regard)

PAN	Specimen Signature
Nomination / Declaration to Opt-out	

* (Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your **CML**). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use Form ISR-1 in SEBI circular dated November 03, 2021.

B. I / We request you for the following (tick ☐ relevant box)

☐ Issue of Duplicate certificate	☐Claim from Unclaimed Suspense Account
☐ Replacement / Renewal / Exchange of securities certificate	☐ Endorsement
☐ Sub-division / Splitting of securities certificate	☐ Consolidation of Folios
☐ Consolidation of Securities certificate	☐ Transmission
☐ Transposition *(Mention the new order of holders here)*	

C. I / We are enclosing certificate(s) as detailed below:**

Name of the Issuer Company	
Folio Number	
Name(s) of the security holder(s) as per the certificate(s)	1. 2. 3.
Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

** Wherever applicable / whichever details are available

D. Document / details required for specific service request:

I. ☐ Duplicate securities certificate

II. ☐ Claim from Unclaimed Suspense Account

Securities claimed	(in numbers) (in words)

III. ☐ Replacement / Renewal / Exchange of securities certificate
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)

IV. ☐ Endorsement

V. ☐ Sub-division / Splitting of securities certificate

VI. ☐ Consolidation of securities certificate/Folios

VII. ☐ Transmission

VIII. ☐ Transposition

Provide / attach original securities certificate(s) for request for item numbers III to VIII above.

Declaration: All the above facts stated are true and correct to best of my / our knowledge and belief.

	Security Holder 1 / Claimant	**Security Holder 2**	**Security Holder 3**
Signature	✓	✓	✓
Name	✓	✓	✓

Full address	✓		
PIN	✓ ??????	??????	??????

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.