

**Procedure to claim Shares from Suspense Escrow Demat Account on expiry of 120 days from issuance of LOC**

As per the 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.

Accordingly, where the Shareholder failed to submit the LOC within 120 days from the date of issue of LOC to their DP, those shares have been 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:**

1. Request letter in Form ISR-4 (Tick Claim from Unclaimed Suspense Account);
2. Form ISR-1 (In case of registration of PAN, KYC Details or changes/updation thereof);
3. Latest Client Master List ("CML") of the demat account, not older than two months and duly attested by the Depository Participant ("DP") and
4. Duly filled demat conversion request form

**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](mailto:einward.ris@kfintech.com)

**Procedure:**

1. The shareholder/claimant must have a demat account before submitting the aforesaid service request.
2. After opening the demat account the shareholder/claimant must submit request letter in Form ISR-4 along with the documents mentioned therein to the RTA together with the abovementioned documents.
3. RTA shall verify and process the documents submitted for the aforesaid investor service request, and thereafter initiate the demat conversion request in the depository system for direct credit of securities in the demat account of the security holder/claimant.