



Abbott India Limited

Procedure for claiming Shares from Investor Education and Protection Fund Authority

The Shareholder is required to claim the shares and dividend amounts transferred to the Investor Education and Protection Fund (IEPF) Authority by following the below mentioned procedure:

1. Shareholder is required to Open a Demat Account with NSDL/ CDSL as shares will be released by the IEPF Authority in favor of claimants only in the Demat Account of the claimant. (ignore if already opened).
2. Download Form IEPF-5 from the website of IEPF ([Direct Link of Form IEPF-5](#))
Read the instructions provided on the website/instruction kit along with the e-form carefully before filling the form. (For your reference and easy perusal, click on the [link for the HELP KIT](#)).
3. Fill the required fields of the Form and submit the duly filled form by following the instructions given in the upload link on the website.
4. On successful uploading of Form on MCA Portal, an acknowledgement will be generated indicating the SRN. Please note the SRN for future tracking of the form.
5. Applicant has to send the attachments prescribed below to Nodal Officer (IEPF) of the Company at its registered office in an envelope marked “claim for refund from IEPF Authority” for initiating the verification for claim.

Documents Required to be submit to the Nodal Officer of the Company/RTA

- a. Print out of duly filled Claim Form with Claimant’s Signature.
- b. Copy of acknowledgement.
- c. Indemnity Bond (original) with claimant signature (As per format given in Annexure II) to be executed :
 - on a non-judicial Stamp Paper of the value as prescribed under the Stamp Act (according to state) if the amount of the claim is Rs.10, 000 or more. Please ensure to enter date, place and signature of claimant and witness. **or**
 - on a plain paper if the amount claimed does not exceed Rs.10,000.
 - in case of refund of shares, on a non-judicial Stamp Paper of the value as prescribed under the Stamp Act.
- d. Advance Stamped receipt (original) with signature of claimant and two witnesses. (As per format given in Annexure I).

- e. Self-attested copy of Pancard.
 - f. Self-attested copy of Aadhaar Card (For Indian Nationals)
 - g. Proof of entitlement (Share Certificate/Interest Warrant Application No. etc.)
 - h. Cancelled Cheque leaf.
 - i. Copy of Passport, OCI and PIO card in case of foreigners and NRI
 - j. Latest Client Master List.
 - k. Transaction statement showing debit/transfer of shares to IEPF if shares were held in Demat Form.
 - l. Original Share Certificate
 - m. Letter from the RTA stating that claimant is entitle to such number of shares and dividend.
6. In case of death of the Shareholder, legal heir/claimant is also required to follow the procedure of transmission of shares by sending the following documents along with above documents:
- i. Request letter for transmission of shares duly signed by all deponents and mention full address, contact no, email id and also full bank details such as bank name, branch address, A/C No. and MICR No (9-digit code no.).
 - ii. Affidavit & Indemnity bond.
 - iii. Copy of death certificate duly attested.
 - iv. Legal heir certificate issued by competent authorities.
 - v. Original Share Certificate.
 - vi. Signature Verification Certificate.
 - vii. No Objection Certificate (NOC) from all legal heirs who do not object to such transmission.
 - viii. For value of securities more than Rs. 2,00,000 (Rupees Two Lakhs only) copy of Probated Will / Succession Certificate / Letter of Administration (English/Hindi Version).
7. On receipt of documents, completed in all aspects will be verified by the the Nodal officer of the Company and 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 and shares in the Demat Account of the claimant.

For Proof of Entitlement:

- Dividend Warrant or self-attested copy of Share Certificate in case of claiming Unpaid/Unclaimed Dividend.
- Original Share Certificate and Letter from Registrar and Share Transfer Agent of the Company duly verified by Nodal Officer for Shares and any Unpaid/ Unclaimed Dividend transferred to IEPF. (in case shares are held in Physical Form).
- Letter from Registrar and Share Transfer Agent of the Company duly verified by Nodal Officer for Shares and any Unpaid/ Unclaimed Dividend transferred to IEPF (in case shares are held in Demat Mode).
- Letter from Registrar and Share Transfer Agent is mandatory in every case of Shares and dividend, duly verified by Nodal Officer.
- In case of transmission/legal heir/successor/nominee, the applicant shall ensure that the transmission process is completed before filing any claim as required under Rule 7(8) of IEPF Rules, 2016. Further, the company shall issue a letter of entitlement as per Rule 7(9) of IEPF Rules, 2016 in case the request for transfer/transmission is received after transfer of Shares to IEPF Authority.

Annexure I
Advance Receipt

Received from the Investor Education and Protection Fund Authority the sum of Rs.....
and No. of Shares being the amount and shares payable to me from the Investor
Education and Protection Fund as (Dividend on Equity / Preference shares / matured
deposits / matured debentures / application money due for refund / interest accrued
on...../ Dividend credited to IEPF under Companies Act, 1956 or Companies Act,
2013 / Dividend credited to General Revenue Account under Companies Act, 1956 / others,
specify#) which was originally due from Abbott India Limited.

Signature of claimant with date

Affix Revenue Stamp*

Signature of witness:

1. Signature with date

Name

Address

2. Signature with date

Name

Address

***Please ensure to affix Revenue Stamp with crossed Signature to avoid delay in processing of the claim.**

#Strike off whichever is not applicable

Annexure II
Indemnity Bond

To
The Investor Education and Protection Fund Authority

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In consideration of the payment of Rs and No. of shares.....being the amount and shares due to me as (Dividend on Equity /Preference Shares / matured deposits / matured debentures / application money due for refund / interest accrued on...../ Dividend credited to IEPF under Companies Act, 1956 or Companies Act, 2013 / Dividend credited to General Revenue Account under Companies Act, 1956 / others, specify#) for the Financial Yearfrom Abbott India Limited, out of the Investor Education and Protection Fund Authority, I.....son / daughter / wife# ofdo hereby agree and undertake to indemnify the Investor Education and Protection Fund Authority to the extent of any claim not exceeding the amount herein before mentioned which may be preferred against the Investor Education and Protection Fund Authority and which it has to lawfully discharge.

Signature

Date:

Place:

Witnesses:

Signature of witness:

1. Signature with date

Name

Address

2. Signature with date

Name

Address

***Please ensure to affix Revenue Stamp with crossed Signature to avoid delay in processing of the claim.**

#Strike off whichever is not applicable