



WEST COAST PAPER MILLS LIMITED

Guidelines to claim shares from IEPF Authority

Pursuant to provisions of the Companies Act, 2013 and the Rules framed thereunder, the Company is mandated to transfer all such shares to Investor Education and Protection Fund (IEPF Authority) in respect of which dividend has been remained unpaid or unclaimed for seven consecutive years or more. The Process to claim shares and dividend from IEPF authority, provided by MCA is as below:

I) Obtain Entitlement letter (EL) from Company/RTA

II) Submit Form IEPF-5 along with EL on MCA Website (online form available on the MCA website).

III) Submitted to the company/RTA:

- 1. Print out of Form IEPF-5 submitted to MCA with claimant signature on all pages and if joint holders are involved than the Form should be signed by all the joint holders along with annexures submitted with form.*
- 2. Self attested copy of acknowledgement/email generated after uploading the claim Form IEPF 5.*
- 3. Duly Notarised Indemnity Bond on applicable stamp paper (original) (format auto generated after uploading the claim Form IEPF 5) with signature of claimant and witness.*
- 4. Self attested copy of PAN card and Aadhaar card of witnesses to Indemnity.*
- 5. Original Cancelled Cheque leaf, Self-attested certified copy of Client Master List.*
- 6. In case any Joint holder is deceased, Copy of Death certificate to be attached.*
- 7. Self-attested copy of PAN Card and Aadhaar Card/ Copy of Passport/ OCI and PIO card in case of foreigners and NRI duly apostilized.*
- 8. In cases of transmission – Please send along with transmission documents attached to the Form IEPF.*
- 9. Any other document relevant to prove entitlement of the claimant.*

Address:

SHARE DEPARTMENT
WEST COAST PAPER MILLS LIMITED
Bangur Nagar, Dandeli - 581325
District Uttara Kannada, Karnataka
Phone-(08284) 231391 Extn.212

Note:

If you have any queries, please feel free to contact us via email at co.sec@westcoastpaper.com or phone (08284) 231391 Extn.212.