

Power Grid Corporation of India Limited

(A Government of India Enterprise)

CIN: L40101DL1989GOI038121

Regd. Office : B-9, Qutab Institutional Area,
Katwaria Sarai, New Delhi - 110016
Corp. Off.: Saudaminill, Plot No. 2, Sector-29,
Gurgaon-122001 (Haryana)
Website: www.powergrid.in

POLICY FOR CLAIMING UNCLAIMED DIVIDEND/ INTEREST/ REDEMPTION AMOUNT OF NON- CONVERTIBLE SECURITIES TRANSFERRED TO ESCROW ACCOUNT

Pursuant to Regulation 61A (2) of the SEBI (Listing Obligations and
Disclosure Requirements) Regulations, 2015

(Applicable w.e.f. 01st March, 2024)

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1) PREAMBLE

This policy has been formulated pursuant to Regulation 61A (2) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, (“**LODR Regulations**”) read with SEBI Circular No. SEBI/HO/DDHS/DDHS-RAC-1/P/CIR/2023/176 dated November 08, 2023 (“**SEBI Circular**”).

This policy specifies procedure (including documentation) for claiming unclaimed amounts (interest/ dividend/ redemption) on Non-Convertible Securities of POWERGRID transferred to Escrow Account.

2) APPLICABILITY

This Policy is applicable to the Investors or legal heir/successor/nominee of the investors of Non-Convertible Securities of POWERGRID, whose unclaimed amounts (interest/ dividend/ redemption) have been transferred to Escrow Account.

3) TRANSFER OF UNCLAIMED AMOUNT TO ESCROW ACCOUNT

In terms of Regulation 61A (2) of the LODR Regulations, the Company is required to transfer, the unclaimed amounts (interest/ dividend/ redemption) to an Escrow Account to be opened by the Company with any scheduled bank, within seven days from the date of expiry of the thirty days from the due date of interest/dividend/redemption payment.

Any amount transferred to the Escrow Account in terms of Regulation 61A (2) remaining unclaimed for a period of 7 years, shall be transferred by the Company to the ‘Investor Education and Protection Fund’ constituted as per Section 125 of the Companies Act, 2013.

4) PROCESS FOR CLAIMING UNCLAIMED AMOUNT

The claimant shall follow the following process for claiming unclaimed amounts:

4.1 Submit the Claim Form along with supporting documents as per **Annexure-A**, through email at investors@powergrid.in along with hard copy by post at the address of Nodal Officer.

4.2 Processing of the claim will be initiated upon receipt of claim form along with supporting documents through e-mail/or any other written communication. Upon examination, if it is necessary to call for further information or the claim form or document(s) if found to be defective or incomplete in any respect, the claimant shall be intimated of such need for information or defects or incompleteness, by e-mail. The claimant shall be required to furnish such information or rectify such defects or incompleteness or re-submit such application or document(s) within thirty days from the date of receipt of such communication, failing which the claim shall be rejected. However, rejection of claim does not debar an investor from filing a fresh claim.

4.3 The payment will be remitted using electronic modes of funds transfer to the claimant within 30 days from the date of receipt of hard copy of original claim form along with supporting documents completed in all respect or complete information as called upon from the investor.

5) NODAL OFFICER

The Company Secretary and Compliance Officer shall be the Nodal Officer. Claimants may contact the Nodal Officer, through email or written communication to raise their queries or grievances, if any, relating to their claim. All details regarding the Nodal Officer are available on the company website.

6) AUTHORITY TO AMEND THE POLICY

Director (Finance) is authorized to make minor modifications to this Policy which may be required to bring the Policy in line with any regulatory/ statutory changes/ amendments. Any major modification to the Policy shall require approval of the Board of Directors.

Claim Form

(To be submitted by the Claimant along with supporting documents for unclaimed amount pertaining to interest/ dividend/ redemption)

To,

The Nodal Officer
Power Grid Corporation of India Limited
“Saudamini”, Plot No. 2, Sector-29,
Gurugram-122001, (Haryana)
investors@powergrid.in
Tel.: 0124-2822077

Subject: Request for claim of Unclaimed Amounts pertaining to interest/ dividend/ redemption

Dear Sir/Madam,

I/We hereby submit following details along with the supporting documents for Unclaimed interest/ dividend/ redemption amounts due to me/us:

Name of the claimant	
Category of the claimant	Self Nominee Legal Heir Successor
Name of Original Investor (In case of claim is being lodged by Nominee/Legal Heir/Successor)	
Date of Birth / Incorporation	
Permanent Account Number (PAN) (Mandatory in case of Indian National)	
Aadhar Number (Mandatory in case of Indian National)	
Passport Number (Mandatory in case of Foreign National)	
Complete Postal Address	
Mobile Number (with code)	

Email Id	
DPID / Client ID	
ISIN of the Security	
Category of Amount Unclaimed	Interest/Dividend/Redemption
Date when the amount became due	
Amount due (in INR) (including interest, if any)	
Reason for non-receipt	
Bank details for direct credit of Unclaimed Amounts	1. Name of the Bank: 2. Branch Address: 3. Branch Code: 4. Account type: 5. Account number: 6. IFSC Code:
Any other relevant information	

I/We solemnly declare that whatever is submitted/stated herein above are true and correct.

Signature:

Name:

Place:

Date:

Encl.: Please attach the following documents with this form:

1. Declaration that the above claim has not been made earlier or received refund
2. Copy of self-attested proof of identity
 - a) PAN Card of the Investor(s) / holder(s) and if there are joint holders, of all joint holders.
 - b) Passport, OCI, PIO, duly apostatized as per the laws of their country, in case of foreigners and NRI(s).
3. Copy of self-attested proof of address/residence (not older than two months)
4. Self-attested copy of transaction statement of the DEMAT account duly certified by Depository Participants as a proof of holding.
5. Self-attested Client Master List (CML) duly certified by Depository Participants.
6. Cancelled cheque leaf of the Bank Account which is linked with the DEMAT account.
7. Duly notarized Indemnity Bond on a stamp paper* executed by the Investor(s)/ holder(s) along with self – attested copy of Aadhar card and PAN card of the witnesses; (Witnesses should be other than family member).

* Value of non-judicial stamp paper will be as prescribed under the relevant state's Stamp Act. Stamp paper of Rs. 100/- in case claim of amount of Rs. 10,000 or less.

In addition to the above, the following is required In case of claim is lodged by Nominee/ Legal Heir/ Successor:

- a. Complete detail of the original investor viz Name, PAN, Aadhar etc.
- b. Duly signed transmission request form ISR-5 by the legal heir/ claimant, along with his KYC documents;
- c. Original death certificate of the investor or copy of death certificate duly attested by a Notary Public or by a Gazetted Officer;
- d. A notarized affidavit from all legal heir(s)/ claimant made on non-judicial stamp paper of appropriate value, to the effect of identification and claim of legal ownership to the securities;
- e. Indemnity Bond by the Nominee/Legal Heir/Successor;
- f. Succession Certificate/ Legal Heir Certificate/ Will/ Probate of Will or letter of administration etc., attested by the claimant, subject to verification with the original (if required) or duly attested by a notary public or by a Gazetted Officer;
- g. Where no document as listed in point e. is executed, a no objection certificate from other legal heirs and relinquishment deed in favour of claimant, etc.