



Citicorp Finance (India) Limited

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**POLICY FOR CLAIMING OF UNCLAIMED AMOUNT LYING WITH THE
COMPANY**

CONTENTS OF THE POLICY

Sr. No.	Particulars	Page No.
1.	Background	3
2.	Scope	3
3.	Framework for dealing with unclaimed amount (interest / dividend / redemption) lying with the entity.	3-4
4.	Process of claiming unclaimed amounts by Investors	4-5
5.	Internal Process to Be Followed by Company For Verification Of Claims, Documents Etc. In Connection with Claim by Investor	5
6.	Annexure A	6
7.	Annexure B	7-8

Citicorp Finance (India) Limited

1. Background

- 1.1. This Policy has been framed by the Company pursuant to the requirements of Regulation 61(A) (2) and (3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") read with Securities and Exchange Board of India Circular SEBI/HO/DDHS/DDHS-RAC-1/P/CIR/2023/176 dated November 08, 2023.
- 1.2. The Board of Directors (the "Board") of Citicorp Finance (India) Limited ("CFIL" or "Company"), shall adopt this Policy effective from March 1, 2024.

2. Scope

- 2.1. This policy specifies the process for dealing with unclaimed amounts i.e., Interest, Dividend, Redemption lying with the Company (having listed non-convertible securities) including the steps to be undertaken by the Company for processing claims of investors.

3. Framework for dealing with unclaimed amount (interest / dividend / redemption) lying with the entity.

- 3.1. Within seven days from the date of expiry of the thirty days from date of unclaimed amount becoming due, the Company shall be required to transfer the unclaimed amounts to an Escrow Account which needs to be opened by the Company with any scheduled bank.
- 3.2. As per Regulation 61A (3), any amount transferred to the Escrow Account in terms of Regulation 61A (2) remains 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.
- 3.3. In case a default is made in transferring the unclaimed amount to the Escrow Account of the Company, it shall pay, interest at the rate of 12% p.a. on the amount that has not been transferred to the said account, for the period of default i.e. from the date of default till the date of transfer to the Escrow Account. The said interest amount shall accrue to the investors in proportion to the amount remaining unclaimed.
- 3.4. The Company shall designate a person as 'Nodal Officer', who may either be a Director, Chief Financial Officer, Company Secretary or Compliance Officer of the Company who shall be the point of contact for investors entitled to claim their unclaimed amounts, SEBI, Stock Exchange(s) and Depositories. The Company shall display the name, designation and contact details of the Nodal Officer on its website. In case there is a change in the Nodal Officer due to any reason, the Company shall designate another person as a Nodal Officer within 15 days of such change.
- 3.5. The Company shall display details (as mentioned in "Annexure A") relating to unclaimed amounts on its website within 30 days of transferring such amount to the Escrow Account, if required.

Citicorp Finance (India) Limited

3.6. The Company shall provide a search facility on its website for investor(s) to verify if there is any unclaimed amount due and lying in the Escrow Account of the Company based on their PAN and Date of Birth or Name and Depository Participant Identification (DP ID)/ Client Identification (Client ID).

3.7. Upon search, the investor(s) will be able to view the following information:

- i) Amount due to the investor on the date of payment (in INR).
- ii) Category - interest/ dividend/ redemption amount.
- iii) Date when amount became due (dd/mm/yyyy).
- iv) Amount (in INR) transferred to Escrow Account (including penal interest, if any, for delay in transfer by the Company).
- v) Date when unclaimed amount was transferred to Escrow Account (dd/mm/yyyy).
- vi) Interest, if any, in the Escrow Account, that accrues to the investor in proportion to his/ her unclaimed amount.

4. Process of claiming unclaimed amounts by Investors:

4.1. Any investor (including legal heir/ successor/ nominee of such investor) claiming their unclaimed amount lying with the Company may apply to the Company for payment of such amount, in the format enclosed as “Annexure B” to this Policy.

4.2. While submitting claims, the investor shall be required to clearly select appropriate category in which it is being claimed e.g., self / legal heir / nominee etc.

4.3. The claim form shall accompany supporting documents i.e., proof of identity, address proof, proof of holding etc.

4.4. The investor can submit their claim physically addressed to the Nodal Officer, B7, 5th Floor, Nirlon Knowledge Park, Goregaon (East), Mumbai - 400063 or over the e-mail at email ID provided at the website of the Company (<https://www.citicorpfinance.co.in/>).

4.5. Where the interest/ dividend/ redemption amount has not been claimed within 30 days from the due date of payment, Company shall within 7 days transfer the unclaimed amount to escrow account and the Investors can submit their claims with Company w.r.t. unclaimed amount, post expiry of 30 days from the due date of payment. In case the Company requires further information or clarification, regarding the unclaimed amount and matters connected thereto, the investor shall, provide the necessary information/ clarifications within the specified timeline.

4.6. Upon receipt of a claim application, if the Company, upon examination, finds it necessary

Citicorp Finance (India) Limited

to call for further information or finds such application or document(s) to be defective or incomplete in any respect, it shall intimate the investor, of such need for information or

defects or incompleteness, by e-mail or other written communication. The Company shall direct the investor to furnish such information or to rectify such defects or incompleteness or to re-submit such application or document(s) within 30 days from the date of receipt of such communication, failing which the claim may be rejected. However, rejection of claim does not debar an investor from filing a fresh claim.

- 4.7. The Company shall within 30 days of receipt of a claim application from an investor or complete information as called upon from the investor, process and remit the payment to the investor using electronic modes of funds transfer.
- 4.8. Investor can raise their queries or grievances, if any, relating to their claim by contacting on email ID and phone number as specified on the website of the Company (<https://www.citicorpfinance.co.in/>).
- 4.9. This policy shall be displayed on the website of the Company (<https://www.citicorpfinance.co.in/>).

5. Internal Process to Be Followed By Company For Verification Of Claims, Documents Etc. In Connection with Claim By Investor:

- 5.1. Upon receipt of a claim application/ request from investor, the Company shall initiate the process for verification and status of Claim including verifying the documents submitted by self, including legal heir/nominee etc.
- 5.2. Upon examination, If the Company finds it necessary to call for further information/clarification or finds such application or document(s) to be defective or incomplete in any respect, it shall intimate the investor, of such need for information or defects or incompleteness, by e-mail or other written communication and direct such investor to furnish such information or to rectify such defects or incompleteness or to re-submit such application or document(s) within 30 days from the date of receipt of such communication, failing which the claim may be rejected. However, rejection of claim will not debar an investor/s from filing a fresh claim.
- 5.3. The Company shall within 30 days of receipt of a claim application from an investor or complete information as called upon from the investor, process and remit the payment to the investor using electronic modes of funds transfer.
- 5.4. The Company shall preserve information pertaining to the unclaimed amounts of investor(s) including relevant documentation and furnish necessary information, as and when called by the SEBI.
- 5.5. The Company shall display the cumulative details of the number of claims received,

Citicorp Finance (India) Limited

processed, pending, etc. on its website and any change in the information uploaded on the website shall be updated on a monthly basis by the Company by 7th day of the succeeding month.

Annexure A

Display on information of unclaimed amounts on the website

The information w.r.t unclaimed interest / dividend / redemption amount shall be displayed on the website of the Company at (<https://www.citicorpfinance.co.in/>) in the following format:

Sr. No.	Amount lying unclaimed (Including penal interest, if any) (INR)	Category (Interest / Dividend / Redemption amount)	No. of Investors	Date when amount became due (DDMMYY YY)	Date when unclaimed amount was transferred to Escrow account (DDMMYYYY Y)	Date when amount is to Be Transferred to IPEF (DDMMYYYYY)
Total						

Name and designation of the Nodal Officer:

Email ID and phone no.:

Citicorp Finance (India) Limited

Annexure B

Format for submitting claim under Regulation 61A (2) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015:

I. Details of the Investor:

- a. Name
- b. PAN/Passport No
- c. Aadhaar
- d. Corporate Identification Number (CIN)
- e. Registered office address
- f. Correspondence office address
- g. Phone number
- h. Email address
- i. Bank Account details where payment is to be made (Bank Account number, Name of the Bank, IFSC Code, Branch address)

II. Details of amount claimed:

1	2	3	4	5	6	8	9	10
Sr. No.	Name of the Investor	Address and Contact details of the investor	PAN of the Investor	DP ID / Client ID of the Investor	ISIN	Amount lying unclaimed in the Escrow Account of the Company	Category of the Amount (Interest / Dividend / Redemption)	Due date Of payment

III. Details of Nominee / Legal Heir:

- a. Name
- b. PAN/ Passport No
- c. Aadhaar
- d. Office address
- e. Correspondence address
- f. Phone number

Citicorp Finance (India) Limited

- g. Email address
- h. Bank Account details where payment is to be made (Bank Account number, Name of the Bank, IFSC Code, Branch address)

IV. Enclosures

i) In case of institutional investor:

- a. Memorandum of Association
- b. Articles of Association
- c. PAN
- d. Master data downloaded from Ministry of Corporate Affairs
- e. List of Authorized Signatories
- f. Proof of holding (e.g., Demat account statement)
- g. Bank account details (Cancelled Cheque etc.)
- h. Any other document(s), if required.

ii) in case of individual investor:

- a. Proof of identity (PAN, Passport etc.)
- b. Proof of address (Aadhaar, passport etc.)
- c. Proof of holding (e.g., Demat account statement)
- d. Bank account details (Cancelled Cheque etc.)
- e. Any other document(s), if required.

iii) in case of a Nominee / Legal Heir:

- a. Proof of identity (PAN, Passport etc.)
- b. Proof of address (Aadhaar, passport etc.)
- c. Death Certificate of the Investor (to be certified by the nominee / legal heir)
- d. Probate of will of the Investor / Succession certificate (in case of legal heir)
- e. Client master / Demat account statement (for confirmation of Nomination)
- f. Proof of holding (e.g., Demat account statement)
- g. Bank account details (Cancelled cheque etc.)
- h. Any other document(s), if required.