

Clix Capital Services Private Ltd.

Policy on Claiming Unclaimed Amounts on Non-Convertible Securities

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1	NA

1. INTRODUCTION

1.1 Purpose: This policy outlines the Procedural Framework for dealing with unclaimed amounts related to interest, dividend or redemption payments lying with the company for listed non-convertible securities, formulated as per SEBI (LODR) Regulations, 2015 and Circulars issued by SEBI in this regard.

1.2 Applicability: This policy applies to unclaimed amounts related to interest, dividend or redemption payments that has not been claimed within 30 days from the due date of payment, by the holders of Non-Convertible Securities.

1.3 Definitions

- **Unclaimed Amounts:** Interest, dividend or redemption amounts not claimed by investors within 30 days from the due date of payment.
- **Escrow Account:** A separate account in a scheduled bank where unclaimed amounts are transferred by the company within 7 days from the date of expiry of the said period of thirty days.
- **Nodal Officer:** A designated officer responsible for handling investor claims and being the point of contact. Company Secretary of the Company has been designated as Chief Investor Relation Officer for this purpose.

2. OBLIGATIONS OF THE COMPANY

2.1 Transfer to Escrow Account:

- Unclaimed amounts shall be transferred to an Escrow Account within seven days from the date of expiry of period of 30 days (from the due date of the payment).
- The Escrow Account shall be opened in a scheduled bank by the company.
- To keep sufficient funds in company's account for the bounced and unclaimed amounts

2.2 Interest in case of Default:

- In case, delay is made in transferring the unclaimed amounts to the Escrow Account, the company shall pay interest at the rate of 12% per annum, for the period of default.
- This interest shall accrue to the investors in proportion to the amount remaining unclaimed.

2.3 Transfer to IEPF:

- The unclaimed amount lying in escrow account for more than 7 years, shall be transferred to IEPF (Investor Education and Protection Fund), constituted in terms of section 125 of the Companies Act, 2013

2.4 Designate Nodal Officer:

- A Nodal Officer who may either be Director, CFO, Company Secretary or Compliance Officer of the company shall be designated as the point of contact for investors, SEBI, Stock Exchanges, and Depositories.
- The details of Nodal Officer shall be duly displayed on the company's website.

2.5 Website Disclosure:

- Within 30 days of transferring the unclaimed amounts to the Escrow Account, the company shall upload the following details on its website, in the specified format:
 - i. ISIN
 - ii. Amount lying unclaimed
 - iii. Category (Interest/Dividend/Redemption)
 - iv. Number of investors

- v. Due date
- vi. Transfer date to Escrow Account
- vii. Transfer date to IPEF
- viii. Nodal Officer's contact details

- The Company shall upload information on the website which may include unique DP ID, client ID, and the names of investors to help them identify their unclaimed amounts.
- The listed entity shall preserve information pertaining to unclaimed amounts of investors including relevant documentation and furnish the same as and when required by the Board (SEBI).
- Any change in the information uploaded on the website shall be updated by the listed entity by seventh day of the succeeding month.

3. PROCESS FOR FILING CLAIM

- Contact details and list of documents for claiming amounts are displayed on website of company.
- Information to be submitted by investors, required for claiming the unclaimed amount :-
 - ISIN, Investor name
 - DP ID, Client ID and
 - Correct bank details along with Cancelled cheque copy.
- The company shall verify claims and remit payments within 30 days of receiving complete information.
- If company is unable to verify above mentioned details, the claim shall be rejected and investor will be informed.

4. CLAIMS BY LEGAL HEIRS:

- The provisions for investors shall apply to legal heirs, successors, or nominees, who must satisfy SEBI regulations for transmission of securities. Additionally, depending on case to case, company can ask for any additional documents, as deems fit.