

**POLICY FOR CLAIMING UNCLAIMED INTEREST/ REDEMPTION  
AMOUNT OF NON-CONVERTIBLE SECURITIES TRANSFERRED  
TO ESCROW ACCOUNT(S)**

**1) BACKGROUND**

SEBI has issued circular no. SEBI/HO/DDHS/DDHS-RAC-1/P/CIR/2023/176 dated 8<sup>th</sup> November, 2023 related to Procedural Framework for dealing with unclaimed amounts lying with entities having listed non-convertible securities and manner of claiming such amounts by investors. The above said circular covers the below mentioned points:

- a) Transfer of unclaimed amount to Escrow Account
- b) Designating Nodal Officer
- c) Display of Information w.r.t. unclaimed amounts by the company on its website.
- d) Policy for filing of claim and processing of claim
- e) Maintenance of Records

**2) INTRODUCTION AND LEGAL BACKGROUND**

Regulation 61A(2) of the SEBI (LODR) Regulations, 2015 (**SEBI LODR**) provides that *'Where the interest/ redemption amount has not been claimed within thirty days from the due date of interest/ redemption payment, a listed entity shall within seven days from the date of expiry of the said period of thirty days, transfer the amount to an escrow account to be opened by the listed entity in any scheduled bank'*.

Regulation 61A(3) of the SEBI LODR provides that *'Any amount transferred to the escrow account that remains unclaimed for seven years shall be transferred to the 'Investor Education and Protection Fund' constituted in terms of section 125 of the Companies Act, 2013'*.

SEBI Circular No. SEBI/HO/DDHS/DDHS-RAC-1/P/CIR/2023/176 dated November 8, 2023 ("**SEBI Circular**") prescribes a framework for transfer of unclaimed amounts by listed entities to Escrow Accounts and claim thereof by investors. The prescribed framework inter-alia provides as under:

- a) In case a default is made in transferring the unclaimed amount to the Escrow Account, the listed entity shall pay, interest 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, at the rate of twelve

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percent per annum. The said interest amount shall accrue to the investors in proportion to the amount remaining unclaimed.

- b) Formulation of a policy specifying the process to be followed by investors for claiming their unclaimed amounts.

In view of above, this policy has been formulated in terms of Regulation 61A(2) of SEBI LODR Regulations and provisions of *ibid* SEBI Circular to prescribe the framework (including documentation) for claiming unclaimed amount (Interest/ Redemption pertaining to Non-Convertible Securities of NHPC Limited), which has not been claimed within thirty days from the due date and has been transferred to Escrow Account.

### 3) APPLICABILITY AND OBJECTIVE OF THE POLICY

This Policy is applicable to the Investors (including their legal heir/ successor/ nominee) ("**Claimant**") of Non-Convertible Securities of NHPC Limited ("**the Company**"), whose interest/ redemption has not been claimed within thirty days from the due date and has been transferred to Escrow Account.

The purpose of this policy is to define the procedure and documentation for claiming the unclaimed amount (interest/ redemption), by the Investors (including their legal heir/ successor/ nominee) of Non-Convertible Securities of the Company, which has been transferred to Escrow account.

### 4) PROCESS FOR CLAIMING THE UNCLAIMED AMOUNTS AND PROCESSING OF CLAIM BY THE COMPANY

4.1 The claimant must refer the information hosted on website of the Company w.r.t. unclaimed amounts on Non-convertible securities of the Company transferred to Escrow account(s).

4.2 After ascertaining the unclaimed amount, the claimant shall submit duly filled and signed claim application alongwith supporting documents ("**Claim Documents**") as per **Annexure-A** through email at [nhpcbondsection@nhpc.nic.in](mailto:nhpcbondsection@nhpc.nic.in). The claimant shall simultaneously send the physical Claim Documents (in original) to reach the Nodal Officer/ Deputy Nodal Officer within 15 days of sending the email.

4.3 Processing of the claim will be initiated upon receipt of Claim Documents through e-mail on the designated e-mail id or physically (in case not received through e-mail). The payment will be processed within 30 days from the date of

receipt of original Claim Documents in physical (“**Claim Lodge Date**”) by Nodal Officer/ Deputy Nodal Officer, subject to Claim Documents being in order.

4.4 Upon examination of the claim, in case any further information/ document is required or the claim application or document(s) are found to be defective or incomplete in any respect, the claimant will be intimated through email within 15 days from the date of lodging the claim. The claimant shall submit such information/ documents or rectify such defects or incompleteness within 30 days from the date of such intimation, failing which the claim shall be rejected.

4.5 The claim may be rejected by the Company by communicating the reason of rejection through e-mail. Some of the reasons for rejection may be:

- a) The claim has been previously processed or settled;
- b) Submission of unsigned “Claim Application”;
- c) Non-submission of supporting documents along with claim;
- d) Failure of Claimant to rectify defects/ incompleteness in claim application or to provide further information/ documents within 30 days from the date of intimation.

***However, Rejection of claim does not debar claimant from filing a fresh claim.***

4.6 Claimants may contact the Nodal Officer/ Deputy Nodal Officer, through email or any other mode of communication to raise queries or grievances, if any, relating to their claim(s). The contact details of Nodal Officer/ Deputy Nodal Officer is available on website of the Company [www.nhpcindia.com](http://www.nhpcindia.com)

## **5) NODAL OFFICER**

Director (Finance), NHPC Ltd and Deputy General Manager (Finance) posted at Investor Relation Cell of NHPC Ltd. shall be the Nodal Officer and Deputy Nodal Officer respectively under this Policy. The contact details (including postal address) of Nodal Officer/ Deputy Nodal Officer is available on website of the Company [www.nhpcindia.com](http://www.nhpcindia.com).

## **6) REVIEW OF THE POLICY**

Chairman & Managing Director or Director (Finance) may amend/ modify this Policy to align with regulatory or statutory changes/ amendments, as and when required.

## Annexure-A (Claim Application)

(To be furnished by the holder of Non-Convertible Securities to NHPC Ltd. along with supporting documents to submit the claim for unclaimed or unpaid amount pertaining to interest/ redemption)

To,

**The Nodal Officer/ Deputy Nodal Officer**  
**NHPC Ltd.**  
NHPC Office Complex,  
Sector-33,  
Faridabad – 121 033.

**Subject: Regarding Unclaimed Amounts pertaining to interest/ redemption on Non-Convertible Securities.**

Dear Sir/Madam,

Please see below details regarding Unclaimed Amounts due to me:

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	
DP ID-Client ID/ Folio No.	
ISIN Number of the Security	
Category of Amount Unpaid/Unclaimed	Interest/ Redemption
Date when the amount became due	
Amount due (in INR) (including penal interest, if any)	
Reason for non-receipt	
Bank details for direct credit of Unclaimed Amounts	<ol style="list-style-type: none"> <li>1. Name of the Bank:</li> <li>2. Branch Address:</li> <li>3. Branch Code:</li> <li>4. Account type:</li> <li>5. Account number:</li> <li>6. IFSC Code:</li> </ol>
Any other relevant information	

I solemnly declare as under:

- a. Whatever is submitted/ stated herein above is true and correct.
- b. I had not made the above claim earlier and received refund against the above claim.

**Signature:**

**Name:**

**Place:**

**Date:**



**Please attach the following documents with this application:**

1. Self-attested copy of proof of identity:
  - a) PAN Card and Aadhar card of the Investor(s)/ holder(s) and if there are joint holders, of all joint holders; or
  - b) Passport, OCI, PIO, duly apostatized as per the laws of their country, in case of foreigners and NRI(s);
2. Self-attested copy of proof of address/ residence (not older than two months);
3. Self-attested copy of transaction statement of the DEMAT account;
4. Self-attested Client Master List (CML);
5. Cancelled cheque leaf of the Bank Account;
6. Duly notarized Indemnity Bond (***in attached format***) 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 needs to be provided in case the claim is lodged by Nominee/ Legal Heir/ Successor:**

**A. Where the securities were held in single name with a nomination**

1. PAN card and Aadhar card of the original investor;
2. Duly signed transmission request **form ISR-5** by the legal heir/ claimant, along with self-attested copy of his/ her KYC documents (including PAN);
3. Original death certificate of the investor or copy of death certificate duly attested by a notary public or by a gazetted officer;

**B. Where the securities were held in single name without nomination**

1. PAN card and Aadhar card of the original investor;
2. Duly signed transmission request **form ISR-5** by the legal heir/ claimant, along with self-attested copy of his/ her KYC documents (including PAN);
3. Original death certificate of the investor or copy of death certificate duly attested by a notary public or by a gazetted officer;
4. A notarized affidavit from all legal heir(s)/ claimant(s) made on non-judicial stamp paper of appropriate value, to the effect of identification and claim of legal ownership to the securities;  
*(In case the legal heir(s)/ claimant(s) are named in the Succession Certificate or Probate of Will or Will or Letter of Administration as may be applicable in terms of Indian Succession Act, 1925 (39 of 1925) or Legal Heirship Certificate or its equivalent certificate issued by a competent Government Authority, an affidavit from such legal heir(s)/claimant(s) alone shall be sufficient.)*
5. Indemnity Bond by the Nominee/ Legal Heir/ Successor on non-judicial stamp paper of appropriate value, indemnifying the Company;
6. 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;



7. Where value of securities is up to Rs.5 lakh in case of securities held in physical mode and up to Rs.15 Lakh in case of securities held in dematerialized mode, as on date of application, and where no document as listed at point (6) above is executed/ available, a no objection certificate from all other legal heirs and relinquishment deed in favour of the claimant duly attested by notary public or by a gazette officer.



**Bond of Indemnity to be furnished by Investor for claiming unclaimed amounts of Non-convertible securities of NHPC Limited**

(To be submitted on Non-judicial Stamp Paper of appropriate value)

I/We do hereby solemnly affirm and state on oath as follows:

1. That I am holding the following Non-convertible Securities in NHPC Limited:

S. No.	ISIN No.	Certificate No.	Distinctive Number	DP ID-Client ID/ Folio No.	Number of Non-Convertible Securities held	Amount due and claimed

2. I have approached **NHPC Limited** with a request to release the unclaimed amounts (Interest/Redemption) in respect to the aforementioned Non-convertible securities, for which I execute an indemnity as is herein contained and on relying on the information herein given by me, believing the same to be true.

3. In consideration therefore of my request to release the unclaimed amounts (Interest/Redemption) in respect to the aforementioned Non-convertible securities, I hereby agree and undertake to indemnify and keep indemnified, saved, defended, harmless, **NHPC Limited** and its successors and assigns for all time hereafter against all losses, costs, claims, actions, demands, risks, charges, expenses, damages, etc., whatsoever which it may suffer and/or incur by reason of releasing the unclaimed amounts on said securities as herein above mentioned, at my request.

IN WITNESS:

1) Mr. /Ms. \_\_\_\_\_ (Name and signature of the witness); and

2) Mr. /Ms. \_\_\_\_\_ (Name and signature of the witness)

I have hereunto set my hands and seal this day of \_\_\_\_\_.

(Name and Signature of Investor)

