



## **NUCLEAR POWER CORPORATION OF INDIA LIMITED**

Policy for dealing with unclaimed amount towards  
Interest / Dividend / Redemption on listed non-  
convertible securities

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# NUCLEAR POWER CORPORATION OF INDIA LIMITED

## **I. BRIEF OF THE SEBI CIRCULAR DATED 8<sup>TH</sup> NOV, 2023 READ WITH SEBI (LODR) REGULATIONS, 2015**

Regulation 61A (2) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (**'SEBI LODR Regulations'**) states that where the interest/dividend/redemption amount has not been claimed within thirty days from the due date of interest/dividend/ 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** and it shall remain for the intervening period up to Seven years.

Regulation 61A (3) of the SEBI(LODR)Regulations,2015 states that "any amount transferred to the Escrow Account that remains unclaimed for the period of seven years shall be transferred to the **Investor Education and Protection Fund (IEPF)** constituted in terms of Section 125 of the Companies Act,2013.

Securities Exchange Board of India (SEBI) vide its Circular Ref. No-SEBI/HO/DDHS/DDHS-RAC-1/P/CIR/2023/176 dated 8<sup>th</sup> Nov,2023 has advised the procedural framework for dealing with unclaimed amounts lying with entities having listed non-convertible securities and manner of claiming such amounts by the investors. The said provisions of the Circular mandate the company to standardise the process for the transfer of the unclaimed amounts (interest/redemption for non- convertible securities) to the Escrow Account and claiming the same by the investors for making payments. The listed entity needs to upload the framed process on its website as a part of good corporate governance with true letter and spirit.

## **II. PURPOSE AND OBJECTIVES**

The objective of this policy is to lay down a framework as per which Investors can claim their interest/ redemption amounts on Listed Non-Convertible Securities, which have remained unclaimed.

## **III. DEFINITIONS**

- **Escrow Account** means Escrow Account opened by the Company in any scheduled bank.
- **IEPF** means the 'Investor Education and Protection Fund' constituted in terms of section 125 of the Companies Act, 2013.
- **Investors** means Debenture holders of the Company.
- **Nodal Officer** means the Company Secretary.
- **Privately placed NCDs** means Non-Convertible Debenture issued by way of private placement through or to Institutional mode which are listed and rated.
- **Unclaimed Amount** includes unclaimed / unpaid maturity amount and/or interests on privately placed NCDs.
- **RTA** means Registrar and Share Transfer Agents of the Company.
- **DTA** means Debenture Trustees

**Note- For the details of RTA and DTA of NPCIL listed bonds, please visit our website under the Investor's Corner.**

#### **IV. APPLICABILITY**

The provisions of this Circular are applicable for NPCIL in case of the interest/redemption on NCDs are not claimed by the bond-holders within 30 days from the due date of such interest/redemption payment. This policy applies to all the existing and past holders of the Non-Convertible Debentures issued by the Company.

#### **V. OBLIGATIONS OF THE LISTED ENTITY**

1. **Transfer of unclaimed amounts to Escrow Account:** In reference to Regulation 61A (2) of SEBI(LODR) Regulations,2015, if the interest/redemption amount is not claimed within 30 days, the Company shall within 7 days after the 30 days period, transfer the amount to an escrow account in a scheduled bank.
2. **Interest in case of default:** In case a default is made in transferring the amount referred in paragraph 2 above or part thereof to the Escrow Account of the listed entity, it 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 percent per annum. The said interest amount shall accrue to the investors in proportion to the amount remaining unclaimed.
3. **Appointment of the Nodal Officer:** The Company Secretary, for the purpose of this Policy, is designated as the 'Nodal Officer' of the Company who shall be the point of contact for investors entitled to claim their unclaimed amounts.
4. **Website Disclosure:** The details of transferring the unclaimed amount to the Escrow Account are to be uploaded on the website of NPCIL under the head of "Investor's Corner". Hence, the following information will be available for the investors on the website of NPCIL-

ISIN	Amount lying unclaimed (in INR)	Category (Interest/ Dividend/ Redemption amount)	No. of investors	Date when amount became due (dd/mm/yyyy)	Date when unclaimed amount was transferred to Escrow Account (dd/mm/yyyy)	Date when amount is to be transferred to IEPF (dd/mm/yyyy)

**Note-any change in the information uploaded on the website of NPCIL shall be updated in line on its website by the seventh day of the succeeding month.**

5. **Search Facility**: NPCIL shall provide a search facility on its website so that, the investors can easily find the required information in respect of their unclaimed amount. The search option may be based on the combinations such as:

- PAN and Date of birth; **or**
- Name and Depository Participant Identification (DP ID)/ Client Identification (Client ID).

## **VI. INTIMATION TO THE INVESTORS**

NPCIL will disclose the details of the unclaimed amount of interest/redemption transferred to the Escrow Account/IEPF on its website with the search facility. Hence, it will act as an electronic tool for intimation to the investors.

Further, efforts shall also be made to inform the investor by email/SMS/phone/post at last available contact number or registered address regarding the transfer of unclaimed amount of interest/redemption to the Escrow Account/IEPF.

**In case, the name of the investor appears in the details of unclaimed interest/redemption amount, he or she may require to submit claim with the RTA of the Company along with below documents as prescribed.**

## **VII. CLAIM PROCEDURE (IN CASE, THE SAME HAS NOT BEEN TRANSFERRED TO IEPF)**

### **a. In case claim is being submitted by the Investor:**

In case, an investor has not claimed / not been able to receive interest/redemption amount and which has not yet been transferred to the IEPF, the same can be claimed by following the below procedure: -

- Investors may send a request letter (by email or hardcopy-**Refer Annexure-A**) to the RTA or the Company requesting them to release the unpaid amount by mentioning the Folio number/Client ID & DP-ID and the period for which the same has not been received/ claimed by attaching the following documents to enable RTA/Company to release the said amount:
  1. Self-attested copy of PAN;
  2. Self-attested copy of Address Proof;
  3. Cancelled Cheque;
  4. Updated Client Master List; and
  5. Self-attested copy of Passport/OCI card/ PIO card (for Foreigners/ NRI).
  6. Copy of LEI no. in case Unclaimed Amounts is more than Rs. 50 Crore.
  7. Indemnity Bond, if required (**Refer Annexure-B**)

**b. In case claim is made by legal heir(s):**

In case claim is made by legal heir/ successor/ nominee, the aforementioned provisions in respect of the investor, shall apply, mutatis mutandis, to the legal heir/ successor/ nominee of the investor. The legal heir/ successor/ nominee shall satisfy the provisions specified under the SEBI Regulations and circulars issued thereunder, for the transmission of Non-Convertible Securities and/ or the corresponding claim thereon, as applicable. In addition to above, legal heir / successor shall also submit following documents duly notarised by notary public:

- a. Copy of death certificate;
- b. Copy of the Succession Certificate or Legal Heir Certificate issued by a competent authority;
- c. Original No objection in form of an affidavit signed by other legal heirs relinquishing their rights in the format attached as Annexure C;
- d. Original Indemnity Bond duly signed by the Claimant in the format attached as Annexure B;
- e. Copy of PAN of sureties
- f. Copy of address proof of sureties
- g. Any other document, as required by NPCIL.

Above is the indicative list of documents required for processing the unclaimed interest/redemption amount.

**VIII. CLAIM PROCEDURE (PROCEDURE FOR CLAIMING UNCLAIMED INTEREST/REDEMPTION AMOUNT BY INVESTORS, IN CASE THE SAME HAS BEEN TRANSFERRED TO IEPF):**

In case of an investor has not claimed interest/redemption amount and which has been transferred to the IEPF, the same can be claimed by following the indicative procedure:

(a) Any investors whose unclaimed interest/redemption etc. has been transferred to IEPF, may apply for refund to the IEPF Authority by submitting an online application in Form IEPF-5 available on the website [www.iepf.gov.in](http://www.iepf.gov.in) along with fee specified by the IEPF Authority, from time to time.

(b) Upon submission Form IEPF-5 shall be transmitted online to the Nodal Officer of the Company for verification of claim.

The claimant after making an application in Form IEPF-5 shall send updated Client Master List along with Indemnity Bond, other documents as enumerated in Form

No. IEPF-5 duly signed by him, to the Nodal Officer of the Company at its registered office for verification of the claim.

(c) The Nodal Officer shall, within 30 (thirty) days from the date of receipt of claim, send an online verification report to the IEPF Authority after verification of details in Form No. IEPF-5.

(d) The claim will be verified by the IEPF Authority, and they may request additional documents or information if necessary.

(e) The IEPF Authority will initiate the refund process if the claim is verified and approved, and the amount will be credited to the claimant's bank account.

#### **IX. PROCESSING OF CLAIM BY THE LISTED ENTITY**

- i. Investor to claim interest / maturity redemption amount within 30 days from the due date of interest / redemption payment, failing which the Company shall transfer the amount to Escrow Account within 7 days from expiry of the said period of 30 days.
- ii. Upon receipt of a claim application, NPCIL/the RTA, upon examination, finds it necessary 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.
- iii. NPCIL/the RTA 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.
- iv. Rejection of claim does not debar an investor from filing a fresh claim.
- v. NPCIL/the RTA shall within 30 days of receipt of a claim application from an investor or complete information as called upon from the investor, advise the Company to remit the payment to the investor from its Escrow Account using electronic modes of funds transfer.
- vi. Investors will be intimated by the RTA upon processing of the payment.
- vii. Mode of communication: E-mail, Short Messaging Service (SMS), through phone in the last available contact number or registered address along with the payment detail.

#### **X. TIME FRAME FOR RESPONSE**

The claim submitted by the applicant will be processed after verifying all the supporting documents as per timeline mentioned below-

- i. Normal Case: 30 working days.
- ii. Transmission Case: 45 working days.

Note-if any further working days are required to be extended due to some incidental reasons, the same will be communicated to the applicant stating the proper reason of such extension.

**Illustration of the timelines to be followed by the issuing entity**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Timelines</b>
1.	Listed Entity declaring/paying dividend, interest and redemption amount to investors	T day
2.	Investor to claim dividend, interest and redemption amount within 30 days of declaration	T+30 days
3.	Transfer of unclaimed amount of dividend, interest and redemption amount to Escrow A/c within 7 days of expiry of the said 30 days	T+37 days
4.	Display of information w.r.t unclaimed amounts by the listed entity on its website within 30 days of transferring the unclaimed amount to Escrow A/c	T+67 days
5	Transferring the amounts of interest/redemption from the Escrow A/c to the Investor Education and Protection Fund (IEPF) within 30 days from the expiry of the 7 years	T+ 7 Years 67 days

**XI. TRANSFER TO IEPF**

The Company having unclaimed amounts in the Escrow Account for more than 7 years shall transfer the unclaimed amounts of the investors to IEPF, in compliance with the provisions of the Companies Act, 2013 read with IEPF Rules.

**XII. REVIEW**

The Policy shall be reviewed on an annual basis by the competent authority and revisions to the Policy shall be made, if required.

**XIII. XIII.CONTACT DETAILS**

The applicants who wish to claim the unclaimed interest/principal redemption amount of NCD may contact our RTA on the following numbers and emails-

<b>Sr. No.</b>	<b>Name of the RTA</b>	<b>Contact No.</b>	<b>Email id</b>
1.	M/s Alankit Assignments Limited	7290067787	tarun.bisht@alankitassignments.com
2.	M/s MCS Share Transfer Agents Limited	8779246150	cprabhu@mcsregistrars.com



3.	M/s Beetal Financial and Computer Services Limited	9312771085	beetalrta@gmail.com
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The complete address of RTA is available on the Company's website i.e [www.npcil.nic.in](http://www.npcil.nic.in).

In case of any assistance, the applicants can contact to the Nodal Officer at the email id- [cswtc@npcil.co.in](mailto:cswtc@npcil.co.in). The investors can raise their queries or grievances, relating to their claim directly with the Nodal Officer at the following address:

The Company Secretary,  
Nuclear Power Corporation of India Limited  
16<sup>th</sup> Floor, World Trade Centre,  
Cuffe Parade, Colaba,  
Mumbai - 400005

## Annexure-A REQUEST LETTER FOR CLAIMING THE UNCLAIMED AMOUNT

Date:

To

.....(Name of the RTA)

Listed Entity: Nuclear Power Corporation of India Limited (NPCIL)

Dear Sir/Madam,

Sub: Credit of the unclaimed interest/redemption amount on NCD SRS.....

I/We ,..... am/are holding Non-Convertible Debentures(NCD SRS.....) issued by NPCIL, as per below details:

Sr.No.	Details	Particulars
1.	No.of NCDs	
2.	ISIN	
3.	Amount remaining unclaimed	

I/We request you to credit the unclaimed amount in the Bank Account, details of which are given below:

Name of the Bank

Branch

Type of Account

Account Number

IFSC Code

MICR Code

Please find the enclosed herewith the following documents to enable the Company to process the Unclaimed Amount:

- Self-attested PAN Card Copy and Aadhar Card
- Self-attested copy of Passport/OCI card/ PIO card (**for Foreigners/ NRI**).
- For institutional Investors, constitutional documents and scanned copy (PDF/ JPG Format) of the relevant board resolution/authority letter, etc by Authorized Signatories
- Certified copy of the updated Client Master List (CML) with revised/correct bank details
- Cancelled cheque from the same bank account which is getting reflected in the revised CML
- An indemnity bond, if required (**as per the standard format**) on non-judicial stamp paper of Rs. 100/-

Request you to process the credit of the unclaimed amount.

Thank You.

Yours faithfully,

Sign/-

Name of Investor/s

Address-

Contact Details

**ANNEXURE-B**

**INDEMNITY BOND**

*(To be executed by the Claimant on a non-judicial stamp paper and notarised)*

To,

**Nuclear Power Corporation of India Limited,**

**16<sup>th</sup> Floor, World Trade Centre-1, Cuffe Parade, Colaba, Mumbai – 400 005**

THIS **DEED OF INDEMNITY** is made at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ of \_\_\_\_\_

By

Mr./Ms. \_\_\_\_\_ wife/son/daughter Mr./Ms. resident of \_\_\_\_\_ residing at \_\_\_\_\_ (which expression shall unless it be repugnant to the meaning or context thereof be deemed to mean and include them and their respective heirs, executors, administrators and legal representatives) of the First Part.

**IN FAVOUR OF:**

**Nuclear Power Corporation of India Limited** a company registered under the provisions of Companies Act, 1956 having its registered office at **16<sup>th</sup> Floor, World Trade Centre-1, Cuffe Parade, Colaba, Mumbai – 400 005** (hereinafter called as the “NPCIL/Company” which expression shall include unless repugnant to the subject or context be deemed to include their successors, permitted assigns, representatives) on the Other Part.

**WHEREAS :**

1. Mr./ Ms. \_\_\_\_\_ holds \_\_\_\_\_ (Non-Convertible Securities) in the NPCIL and the interest/ redemption/ dividend (**strike out the options which are not applicable**) remains unclaimed with respect to said security.
2. That Mr. \_\_\_\_\_ has passed away on \_\_\_\_\_.
3. That I \_\_\_\_\_ (hereinafter referred as “Claimant”), being the legal heir of the deceased have approached the NPCIL and requested for release of the unclaimed interest/ redemption/ dividend amount (**hereinafter referred to as “Unclaimed amount”**) due to the \_\_\_\_\_ (name of original investor) lying with the Company.
4. That in support of the above said request, I have enclosed the following documents:
  - a .....
  - b .....

**NOW, THEREFORE, THIS INDEMNITY BOND WITNESSETH as under:**

1. In consideration of the above having agreed to comply with my request on my executing an indemnity bond in favour of the NPCIL, I, the Claimant, hereunder for myself, my heirs, executors, administrators and assigns do hereby agree to indemnify and keep indemnified the Company, its successors, directors, manager and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said securities or any part thereof or otherwise arising out of release of said unclaimed amount in my favor and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner whatsoever.

2. I hereby solemnly affirm and certify that the statements contained in above paragraphs are true to the best of my knowledge, information and belief and that nothing material has been concealed from being disclosed and are binding on me.

3. I hereby also confirm that all the documents submitted to Company are true and correct.

IN WITNESS whereof, this bond of indemnity is executed by my hand on this \_\_ day of \_\_\_\_\_, 20\_\_.

Signature : \_\_\_\_\_

Name of Claimant: \_\_\_\_\_

**SURETY**

We, the undersigned surety certify that the above facts are true to the best of our knowledge and bind ourselves as Surety to make good claims / charges, costs, damages, demands, expenses and losses which the company its successors and assigns may sustain, incur or be liable for in consequences of complying with the request contained above of the claimant herein and the said company, its successors, assignee will be entitled to claim and release all claims, charges, costs, damages, demands, expenses and losses from us or from our properties as the case may be.

Sr. No.	Name & Address of Sureties	Signature of the Surety

**Signed before me**

**Official Stamp and Seal of the  
Notary and Registration No.**

**(Signature of Notary)**

## ANNEXURE-C

### NO OBJECTION CERTIFICATE (IN THE FORM OF AN AFFIDAVIT)

*(To be executed by all the legal heirs of the deceased on a non-judicial stamp paper and notarised)*

**To,**

The Company Secretary,  
16<sup>th</sup> Floor, World Trade Centre-1  
Cuffe Parade, Colaba, Mumbai – 400 005

I/We, the legal heir(s) of late Mr. / Ms \_\_\_\_ (name of the deceased holder) declare as follows:

1. That Mr./ Mrs. \_\_\_\_ (Original Investor) died on \_\_\_\_ and was holding following securities with you:

Name of the Claimant	Particulars of Securities	Units / Qty of Securities

2. The following are the surviving Legal heir(s) of the Original Investor :

Name of all legal heirs	Relationship with deceased	Address

3. That \_\_\_\_\_ (hereinafter referred as "Claimant") has approached the NPCIL and requested to release the unclaimed interest/ redemption/ dividend amount (**strike out the options which are not applicable**) due to the Original Investor lying with the Company.
4. At the request of, and on the basis of the representations and warranties of the Legal heirs including that (i) there are no Legal Heirs other than those described in paragraph 2, and (ii) that I \_\_\_ son/ daughter of late \_\_\_\_\_ hereby agree to give **no objection** for release of the unclaimed interest/ dividend/ redemption amount for non-convertible securities of the deceased in favor of \_\_\_\_\_ (name of Claimant) and (iii) that there is no dispute or threatened or pending litigation on account of which the Company may not act as requested, and believing the same to be true.
5. I / we hereby declare that, I / we do not desire to make any claim in respect of the title to the aforesaid securities held by the deceased and I / we hereby willfully relinquish and renounce all my /our rights in respect of the aforesaid securities and shall have no legal claim upon said securities in future.

6. That in the event the information / statements contained in above paragraphs is subsequently found to be incorrect, I/We agree/undertake to indemnify and keep indemnified the Company, its successors and assigns, and its directors, manager, secretary and shareholders from and against all actions, suits, proceedings, accounts, claims and demands of whatsoever nature for or on account of the said shares or dividends or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses of any nature whatsoever arising from or in relation to the act of payment of unclaimed interest/ dividend/ redemption amount for non-convertible securities to the Claimant by NPCIL.
7. I / We do hereby solemnly affirm and certify that the statements contained in above paragraphs are true to the best of my/our knowledge, information and belief and that nothing material has been concealed from being disclosed and binding on me / us.

Signature of Legal Heir(s)  
(Deponent)

#### **VERIFICATION**

I/We the above-named Deponent hereby solemnly affirm and state that what is stated herein above is true and correct to my/our knowledge.

Solemnly affirmed at \_\_\_\_\_

Signature of Legal Heir(s)  
(Deponent)

Place :

Date :

**Signed before me**

**Official Stamp and Seal of the  
Notary and Registration No.**

**(Signature of Notary)**