

## **Issue of duplicate Dividend Warrant(s)**

For issue of duplicate dividend payment in lieu of unpaid dividend, the shareholder is required to submit the following:-

### **I. For the shares held in Physical form:**

- a) Request Letter duly signed by the first shareholder, as per the specimen signature recorded with the Issuer/RTA.
- b) Bank details, in the form of original unsigned cancelled cheque leaf of the active core banking account with the name of the 1<sup>st</sup> named shareholder(s) appearing on it, to process the dividend payment in electronic mode / for issue of demand draft (as applicable), if the said dividend amount(s) stands unpaid, as per the latest Bank reconciliation.

### **II. For the shares held in Demat form:**

- a) Request Letter duly signed by the first shareholder.
- b) Copy of Client Master List towards confirmation of having updated the correct / recent Bank details with the respective Depository Participant, to enable the RTA to process the dividend payment in electronic mode / for issue of demand draft, (as applicable), if the said dividend amount(s) stand unpaid, as per latest reconciliation.

## **F. Revalidation of dividend warrant(s)**

For revalidation of dividend payment, the shareholder is required to submit the following:-

### **I. For the shares held in Physical form:**

- a) Request Letter duly signed by the first shareholder, as per the specimen signature recorded with Issuer/RTA.
- b) Submit the original dividend warrant/instrument, for cancellation.
- c) Bank details, in the form of original unsigned cancelled cheque leaf of the active core banking account with the name of the 1<sup>st</sup> named shareholder(s) appearing on it, to process the dividend payment in electronic mode / for issue of demand draft, as applicable.

### **II. For the shares held in Demat Shares:**

- a) Request Letter duly signed by the first shareholder.
- b) Submit the original dividend warrant/instrument, for cancellation
- c) Client Master List towards confirmation of having updated the correct / recent Bank details with the respective Depository Participant, to enable the RTA to process the dividend payment in electronic mode / for issue of demand draft, as applicable.