

Procedure for claiming Shares / Dividend from Investor Education and Protection Fund Authority

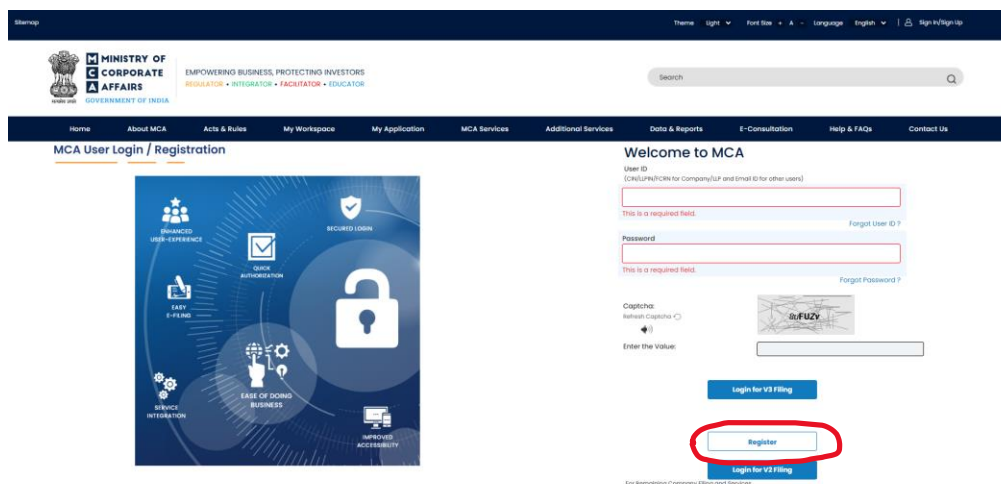
Pursuant to the applicable provisions of the Companies Act, 2013 and the provisions of Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 (the “**Rules**”) notified by the Ministry of Corporate affairs effective September 7, 2016, all unpaid or unclaimed dividends are required to be transferred by the Company to the Investor Education and Protection Fund (“**IEPF**”) established by the Central Government, after completion of seven years.

The Rules, inter alia, also provide that, all shares in respect of which dividend(s) remain unpaid or unclaimed for a period of seven consecutive years shall be transferred to the DEMAT Account of the IEPF Authority (the “**IEPF DEMAT Account**”) within 30 days from the due date of transfer. The Rules can be accessed at <http://ebook.mca.gov.in/Default.aspx?page=rules>.

Both the unpaid / unclaimed dividend(s) and the corresponding shares transferred to the IEPF DEMAT Account including all benefits, if any, accruing on such shares after the date of transfer to the IEPF DEMAT Account **can be claimed from the IEPF Authority only**.

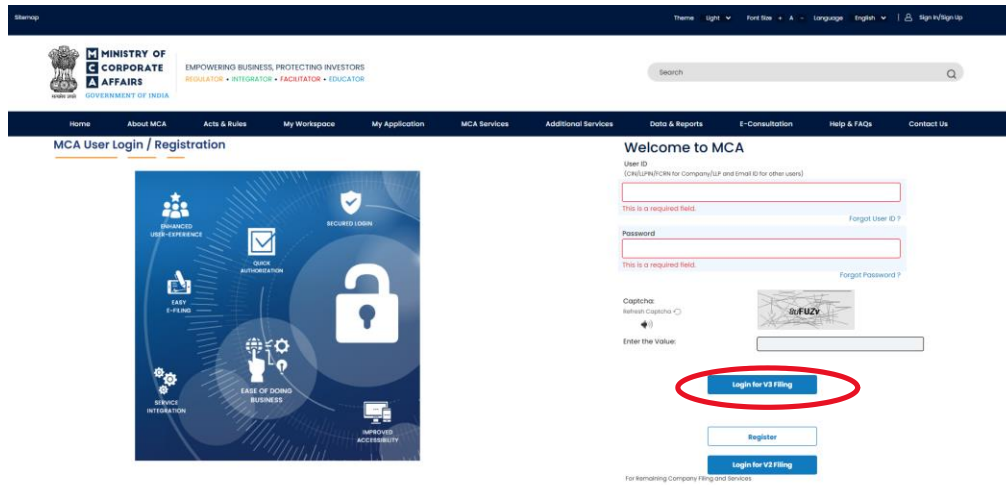
Guidelines for investors to file claim:

1. Provide the following self-attested documents for issuing the entitlement letter-
 - Client Master List
 - PAN
 - Aadhar
 - Transaction Statement showing debit of shares
2. Please register at <https://www.mca.gov.in/content/mca/global/en/foportal/fologin.html>.

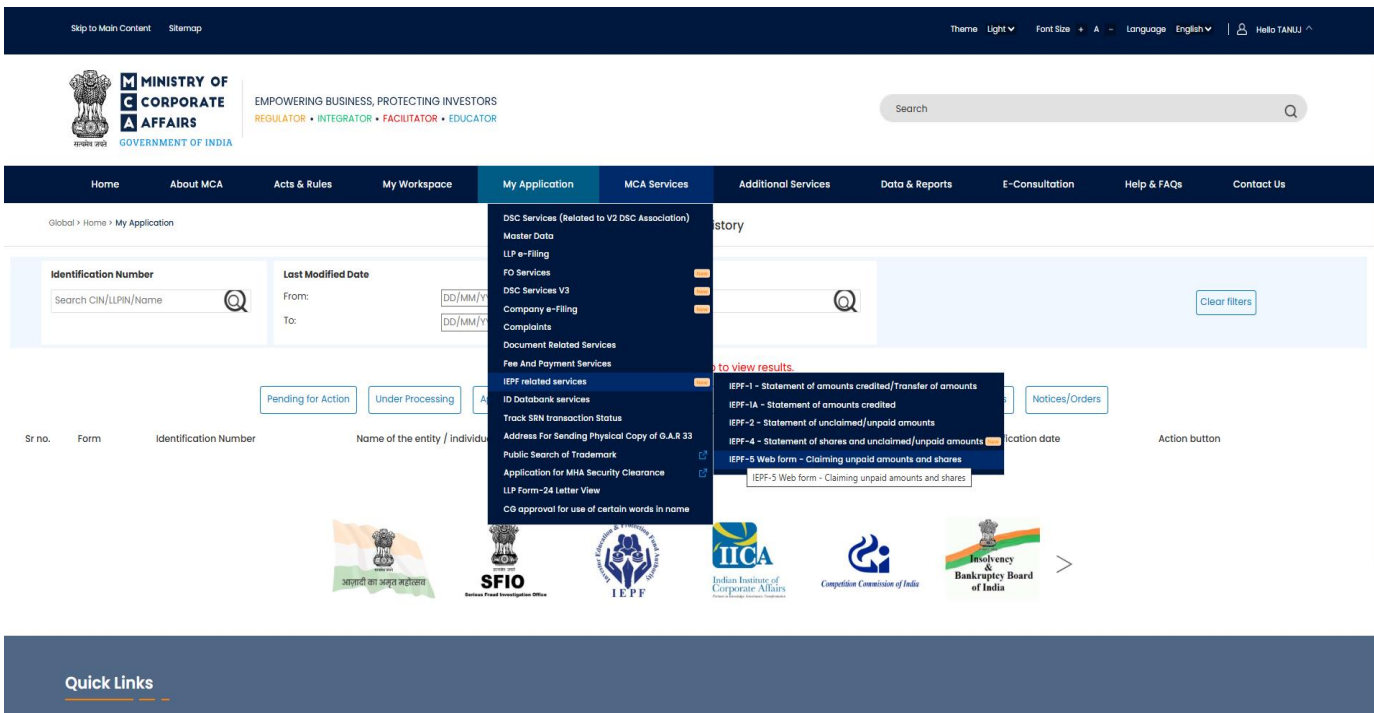


3. After receiving the Entitlement Letter, submit an online application in Web based Form IEPF-5 available on the MCA website <https://www.mca.gov.in/content/mca/global/en/foportal/fologin.html> and attach the required

documents in the e-form before filing the form to IEPF Authority.



4. While submitting web based form IEPF 5, the applicant shall enter his/her mobile number and email address. OPT shall be received for verification purpose. On completion of verification, the application may be submitted.



5. The system generated Indemnity bond, Acknowledgement of IEPF-5 and PDF version of the IEPF-5 web form submitted can be downloaded from 'Track IEPF- 5 SRN' Service available on MCA website.
6. The Applicant shall send the following documents (duly signed) (physical copy) within 15 days from the date of filing the same to the Nodal Officer (IEPF) of the Company at the registered office of the Company at "PETRONET LNG LTD., World Trade Centre, 4th Floor, Tower I, Nauroji Nagar, New Delhi - 110029" in an envelope marked "claim for a refund from IEPF Authority" for initiating the verification for the claim

(as the Company is also required 15 days to verify the claim) -

- i. Print out of duly filled claim form with claimant signature on all pages, and if there are joint holders than the Form should be signed by all the joint holders, along with annexures submitted along with form.
- ii. Copy of acknowledgement (received at email id filled in the form IEPF 5 after uploading the claim Form IEPF 5).
- iii. **Duly notarized Indemnity Bond** (original) auto-generated and received at email after uploading the claim in Form IEPF 5 with claimant signature & witness signature **on non judicial stamp paper** as applicable.
- iv. Witnesses I D Proofs.
- v. In case of refund of shares (in physical form) are claimed, original share certificate (s) thereto.
- vi. Original Cancelled Cheque leaf.
- vii. **Self-attested copy** of Client Master List of the Demat account (Source Account) from which the shares were debited / transferred to IEPF Authority. If the source account and the target account (demat account in which shares will be credited by IEPF Authority) are not same, then, it is mandatory to provide the Client Master List of the target account also.
- viii. In case any Joint holder is deceased, Copy of Death certificate to be attached.
- ix. Self-attested copy of Aadhaar Card, Copy of Passport, OCI and PIO card in case of foreigners and NRI duly apostilized. In case if join holders, all such documents will be required for all the join holders.
- x. Self-attested copy of PAN card of all the joint holders of the shares.
- xi. In cases of transmission, loss of original shares, mismatch in name and address etc., relevant documents as mentioned in -

Schedule II - with respect to documents to be submitted to the Authority to register transmission of securities and ;

Schedule III - with respect to documents to be submitted to the Authority in case of loss of securities held in physical mode

The details of which is annexed as **Annexure -A** and the same may also be accessed at this link <http://ebook.mca.gov.in/Default.aspx?page=rules>.

- xii. **Duly notarized** affidavit on **non judicial stamp paper** as applicable for Name Change or Address Change (in case there is change in address or for name, if there are difference in name on PAN/Aadhar/Client Master List)
- xiii. Any other document relevant to prove entitlement of the claimant.

7. Claim forms completed in all respects will be verified by the Company and submit the e-verification report in this regard to IEPF Authority.
8. Further, FAQs on claim procedure were issued by IEPF Authority which may be accessed at <https://www.iepfportal.in/faqs.html>.

The details of the Nodal officer(s) are available in nominated by the Company for the purpose of coordination with the IEPF Authority are as below::

1.	Nodal Officer	Mr. Rajan Kapur, CGM & Vice President – Company Secretary
2.	Dy. Nodal Officer	Mr. Tanuj Agarwal, Senior Manager (Secretarial) Ms. Ruchi Aggarwal, Senior Manager (Secretarial)
3.	Postal Address	Petronet LNG Limited, 4 th Floor, World Trade Centre, Tower-I, Narouji Nagar, New Delhi- 110029
4.	Telephone No.	(011) 23472525
5.	E-mail ID	investors@petronetlng.com

