SUN PHARMACEUTICAL INDUSTRIES LIMITED

PROCEDURE FOR CLAIMING UNPAID AMOUNTS AND SHARES FROM THE INVESTOR EDUCATION AND PROTECTION FUND (IEPF) AUTHORITY

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As per IEPF Rules, any person whose unclaimed or unpaid dividend amount and shares have been transferred by the Company to IEPF, may claim their unclaimed or unpaid amount and/or shares directly from the IEPF Authority by submitting an online application in Form IEPF-5. The said Form IEPF-5 is available on website http://www.iepf.gov.in/IEPF/refund.html or can be downloaded from the link given below:

Description	e-Form with Instruction kit	e-Form
Application to the Authority for claiming unpaid amounts and shares out of Investor Education and Protection Fund (IEPF)	Web Form IEPF 5 Instruction Kit	Web Form IEPF 5

FOLLOW THE FOLLOWING PROCEDURE TO CLAIM REFUND

1. Claimant(s)/ Shareholder(s) are advised to approach to the Company/ Company's Registrar and Transfer Agent, Link Intime India Private Limited ("RTA") for issue of Entitlement letter along with all the required documents before filing of IEPF-5 claim form with IEPF Authority.
2. Once the Entitlement letter is received from the Company/RTA, then please access IEPF-5 web-form for filing the claim for refund. Read the instructions provided on the website/instruction kit along with the web form carefully before filling the form.
3. After filling the form, submit the duly filled form. On successful submission, an acknowledgement will be generated indicating the Service Request Number ("SRN"). Please note the SRN for future tracking of the form.
4. Take a printout of the duly filled IEPF-5 and the acknowledgement issued after uploading the form.
5. Submit the following documents to <u>Mr. Anoop Deshpande, Nodal Officer (for IEPF purpose) of the Company at the Corporate Office at Sun House, Plot No. 201 B/1, Western Express Highway, Goregaon (E), Mumbai – 400 063, Maharashtra, India, in an envelope marked "Kind Attention: Mr. Anoop Deshpande - Claim for refund from IEPF Authority"</u> for initiating the verification for claim:
   a. Print out of duly filled and uploaded claim form IEPF-5; with claimant signature and if joint holders are involved than the Form should be signed by all the joint holders (on all pages);
   b. Copy of acknowledgement generated after uploading the claim Form IEPF-5;
   c. Original Indemnity Bond (auto generated after uploading the claim Form IEPF-5 with IEPF Authority) with signature of all claimants and witnesses. Please ensure to enter date, place and Signature of claimant(s) and witness with their addresses. Requirement of nonjudicial stamp paper for Indemnity Bond is as below;

      i. In case of claim of only dividend amount:
         - If dividend amount is less than Rs. 10,000/-, Indemnity Bond can be executed on a plain paper.
         - If dividend amount is Rs. 10,000/- or more, non-judicial stamp paper of appropriate value as prescribed under Stamp Act according to State.

      ii. In case of claim of shares and dividend both, non-judicial stamp paper of appropriate value as prescribed under Stamp Act according to State.

d. Self-attested copy of Aadhar Card of the claimant and if there are joint holders, the copy of Aadhar card of all the joint holders is required.
e. Self-attested copy of PAN Card of the claimant and if there are joint holders, the copy of PAN card of all the joint holders is required.
f. Original Cancelled Cheque leaf containing name of the claimant(s). If name of claimant not printed on cheque, provide self-attested copy of first page of passbook.
g. Client Master List (CML) of Demat Account of the claimant, duly self-attested by all the claimants and attested by the Depository Participant.
h. Original Share Certificate(s) of face value of Re. 1 each, if shares held in physical form are being claimed.
i. Transaction Statement of demat account (In case where shares are in demat form are being claimed), wherein showing debit/ transfer of shares to IEPF, duly self-attested by all the claimants and attested by the Depository Participant.
j. Entitlement letter issued by the Company/RTA.
k. Self-attested copy of Passport, OCI and PIO card in case of foreigners and NRI.
l. Proof of entitlement (certificate of share/Interest warrant/dividend warrant, Application No. etc.)
m. In case any Joint holder is deceased, certified true copy of Death certificate to be attached.
n. Other additional documents, in case of:
   (i) Address mismatch as per Company's records, please submit an Affidavit to this effect.
   (ii) Change in name in KYC documents, please submit an Affidavit to this effect.
   (iii) Any other additional documents related to claim, if any.

On receipt of all original documents complete in all respects and if found in order, the Company shall submit the online Verification Report to the IEPF Authority and on the basis of said Verification Report, refund may be released by the IEPF Authority in favour of claimants' Aadhaar linked bank account through electronic transfer in case of amount is being claimed and in case of shares are being claimed, the same may be credited to shareholder's demat account by IEPF.

IEPF-SPECIAL ASSISTANCE TO SENIOR CITIZEN CLAIMANT

Investor Education and Protection Fund Authority (IEPFA) as a part of Azadi Ka Amrit Mahotsav (AKAM) has launched a special window facility for senior citizens of age 75 years and above for auto-prioritization of claims in MCA-21 system. For facilitation of these claimants, IEPFA has established a dedicated telephone number 011-23441727 and email id seniorcitizen.iepfa@mca.gov.in. The Company supports the aforesaid initiative and to facilitate all such claimants in filing IEPF-5 as well as their e-verification report on priority in MCA21. All such senior citizen claimants may write to secretarial@sunpharma.com or rnt.helpdesk@linkintime.co.in or https://swayam.linkintime.co.in for the required assistance.

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