

## **Issue of Dividend Payment(s) standing as unpaid / unclaimed**

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

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

- a) A request Letter duly signed by the first shareholder, as per the specimen signature recorded with the Issuer/RTA.
- b) For KYC updation (physical shareholders), submission of **Form ISR-1** along with prescribed supporting documents.
- 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), if the said dividend amount(s) stands unpaid, as per the latest Bank reconciliation.
- d) For NON-KYC compliant folios, submission of duly filled and signed:
  - Form ISR-1
  - Form ISR-2
  - Form SH-13 or Form ISR-3 along with required documents.

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

- a. A request Letter duly signed by the first shareholder.
- b. A copy of Client Master List (CML) towards confirmation of having updated the correct / recent Bank details with the respective Depository Participant (DP), 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.

**All the Forms mentioned above are available under Downloads**