

### **Procedure for shareholders to claim Refund of Shares and Dividend from IEPF authority**

1. Write to the R&T Agents viz. Computech Sharecap Limited at [gcpl@computechsharecap.in](mailto:gcpl@computechsharecap.in) or [seema@computechsharecap.in](mailto:seema@computechsharecap.in) to get details of unpaid/unclaimed dividend and number of shares transferred to IEPF.

In case you are not in possession of Share Certificate, then apply for Duplicate Share Certificate first by writing to R&T Agents for required formats. Once process R&T Agents confirms process of duplicate share certificate is complete. Later you can start procedure of claiming shares and dividend from IEPF.

2. Download the form IEPF-5 from the link below  
<http://www.iepf.gov.in/IEPFA/corporates.html>
3. Read the instructions carefully provided on the website and instruction kit along with the e-form before filling the form.
4. Create user ID by registering yourself on  
<http://www.mca.gov.in/mcafoportal/loadUserRegistration.do?link=loadUserRegistration>
5. Once your user ID is created, login and upload the IEPF-5 and save the acknowledgment receipt

Along with IEPF 5 form and challan/acknowledgment receipt, you have to provide following documents to Nodal Officer of the company at the below mentioned address.

1. Client Master List of your Demat Account of the claimant (certified by the DP)
2. Aadhar Card and Pan Card to be self-certified
3. Cancelled cheque (of the bank account filled in IEPF 5)
4. Indemnity Bond as per format prescribed in helpkit on a non-judicial Stamp Paper of the value as prescribed under the Stamp Act (according to state of residence)
5. Advance receipt as per format prescribed in helpkit (on plain paper)
6. Share certificate
7. In case any Joint holder is deceased, Copy of Death certificate attested by Notary.
8. If you are not registered holder/joint holder of the shares, then provide valid share transfer form in your name or proof of you being the legal heir or nominee of registered holder.
9. Any other document desired by the company or R&T Agents

All the pages of documents are to be signed by claimant.

After verification of the documents and if found to be true and complete, company will send your claim to IEPF authority.

Godrej Consumer Products Limited  
Corporate Secretarial Dept.  
R Shivshankar  
Godrej One, 4<sup>th</sup> Floor, Pirojshanagar,  
Eastern Express Highway, Vikhroli, Mumbai 400079

*Note: Please check IEPF website for any change in above procedure, if any*