

Investors Education and Protection Fund (IEPF)

Dear Shareholders,

Pursuant to Section 124(6) of the Companies Act, 2013 all shares in respect of which dividend remained unpaid or unclaimed for seven consecutive years or more, shall have to be transferred by the company to the Investors Education Protection Fund (IEPF) Authority.

The shareholders whose dividends/ shares have been transferred to IEPF may apply for the refund of such amounts / claiming such shares by making an online application in **Form IEPF-5** to the IEPF Authority. The form shall be sent by courier/ registered post to the Nodal Officer, IEPF of the Company along with other prescribed documents.

Procedure for making application in Form IEPF-5 and the checklist of connected documents required are detailed below.

Procedure for filing Form IEPF - 5

- I. Download Form IEPF- 5 from the web link <http://www.iepf.gov.in/IEPF/corporates.html>
[Download the form with instruction kit and read the instructions carefully before filing the form]
- II. Enter CIN of the Company - L74210TG1987PLC007580 and click on 'Pre-fill'. Fill other columns of the form with the help of instruction kit.
- III. Save the form if no pre-scrutiny error occurs to upload the same on MCA Portal.
- IV. Follow the steps mentioned below to upload the form on MCA Portal:
 - 1) Click on the web link - <http://www.mca.gov.in/mcafoportal/showEformUpload.do>
 - 2) If you already have an account, login using your existing ID and password or else register yourself by clicking on Register and entering the required details.
 - 3) After login, click on normal upload.
 - 4) Click on Browse and attach the form. Click on Submit.
 - 5) On successful submission of the form, an acknowledgment will be generated indicating the SRN. Save the acknowledgement copy on your system. Fee will be zero for filing Form IEPF-5.
 - 6) Take a print out of the Form and the Acknowledgement.
- V. Send the following documents to the Nodal Officer, IEPF of the Company for initiating the verification for claim:
 - 1) Self attested copy of Form IEPF-5. In case of joint holders, form should be signed by all the joint holders.
 - 2) MCA acknowledgement copy generated after uploading Form IEPF-5.
 - 3) Indemnity Bond in original signed by all the holders [Format enclosed]. Please ensure to enter date, place and signature of claimant and witness.
 - 4) Advance Stamped Receipt in original signed by all the holders **across the revenue stamp** and also signed by two witnesses along with their details. [Format enclosed]
 - 5) In case of claim of shares, Original Share Certificates.
 - 6) Original Cancelled Cheque where the name of the holder is printed on the cheque leaf.
 - 7) Self attested copy of PAN Card.
 - 8) Self attested copy of Aadhar Card.
 - 9) Copy of Passport, OCI and PIO card in case of foreigners and NRI.
 - 10) Client Master List (CML) of De-mat Account of the shareholder duly attested by the Depository Participant. Kindly note that CML is mandatory.
- VI. Send the aforesaid documents in an Envelope marked "CLAIM FOR REFUND FROM IEPF AUTHORITY" to the below address:

Nodal Officer (IEPF)
Alphageo (India) Limited
Plot No.1, Sagar Society,
Road No. 2, Banjara Hills,
Hyderabad – 500034

[To be executed on Non-Judicial Stamp Paper of Rs. 100/-]

INDEMNITY BOND

To
The Investor Education and Protection Fund Authority
.....

In consideration of the payment of Rs and No. of shares being the amount and shares due to me as (Dividend on Equity / Preference shares / matured deposits / matured debentures / application money due for refund /interest accrued on/ Dividend credited to IEPF under Companies Act, 1956 or Companies Act, 2013/ Dividend credited to General Revenue Account under Companies Act, 1956 / others, specify)# for the Financial Year from M/s. Alphageo (India) Limited out of the Investor Education and Protection Fund by the Authority, I son/ daughter/ wife# of do hereby agree and undertake to indemnify the Investor Education and Protection Fund Authority to the extent of any claim not exceeding the amount herein before mentioned which may be preferred against the Investor Education and Protection Fund Authority, and which it has to lawfully discharge.

Signature:

Date:

Place:

Witnesses:

1. Signature with date
 Name
 Address

2. Signature with date
 Name
 Address

*** For ensuring timely processing of the claim, please ensure to make all the entries**

Strike off whichever is not applicable

ADVANCE RECEIPT

Received from the Investor Education and Protection Fund Authority the sum of Rs..... and No. of Shares being the amount and shares payable to me from the Investor Education and Protection Fund as (Dividend on Equity/ Preference shares/ matured deposits/ matured debentures/ application money due for refund/interest accrued on/ Dividend credited to IEPF under Companies Act, 1956 or Companies Act, 2013/ Dividend credited to General Revenue Account under Companies Act, 1956 / others, specify.....)# which was originally due from M/s. Alphageo (India) Limited.

Signature of claimant with date

Signature:

Affix
Revenue
Stamp
(sign across
the stamp)

Signature of witness:

1. Signature with date
Name
Address

2. Signature with date
Name
Address

*** Please ensure to affix Revenue Stamp with crossed Signature to avoid delay in processing of the claim**

Strike off whichever is not applicable