

PROCEDURE TO CLAIM SHARES / UNCLAIMED DIVIDEND FROM IEPF AUTHORITY

As per Section 124 of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016

Step 1: Obtain Entitlement Letter

- Shareholder to send requisite documents to Wipro's RTA: KFinTech at Selenium Building, Tower-B, Plot No. 31 & 32, Financial District, Nanakramguda, Serilingampally, Hyderabad, Rangareddy, Telangana, India - 500 032
- RTA will verify and Company will issue the Entitlement Letter

Step 2: Register on Ministry of Corporate Affairs (MCA) Website

- Visit: [FO Login](#)
- Register as a user. If already registered, log in using valid credentials

Step 3: Fill Web-Based Form IEPF-5

- Go to Investor Services under MCA Services tab
- Read the instructions provided on the website/instruction kit along with the web form carefully before filling the form
- Fill and submit the IEPF-5 form online
- Upon successful submission, SRN (Service Request Number) is generated

Note: SRN is essential for tracking

Step 4: Submit Physical Documents to Wipro Limited

- Send the following documents to the Nodal Officer at:
Attn: Corporate Secretarial Team,
Wipro Limited, Doddakannelli,
Sarjapur Road, Bengaluru - 560 035
- Envelope to be marked: "CLAIM FOR REFUND FROM IEPF AUTHORITY"
- Documents to be included:
 - ✓ Copy of IEPF-5 form and acknowledgement (SRN) or copy of email acknowledgement received from MCA along with annexures submitted with form
 - ✓ Indemnity Bond and Advance receipt (original) auto generated after uploading the claim Form IEPF 5 with signature of claimant and witness and after affixing requisite stamp and advance receipt
 - ✓ Original matured deposit / debenture / share certificate (in case of securities held in physical form) or copy of transaction statement in case of securities held in Demat Form
 - ✓ Proof of entitlement (certificate of share/Interest warrant Application No. etc.)
 - ✓ Cancelled cheque leaf (original)
 - ✓ In case any Joint holder is deceased, Copy of Death certificate to be attached
 - ✓ Copy of Self-attested ID/address proof (PAN and Aadhaar)
 - ✓ Copy of Passport, OCI and PIO card in case of foreigners and NRI duly apostilized
 - ✓ Copy of Client Master List (for demat)
 - ✓ In cases of transmission, loss of original shares, mismatch in name and address etc., relevant documents as mentioned in Schedule II, III and IV respectively
 - ✓ Any additional supporting documents to prove entitlement of the claimant

Note:

1. *In case of refund of dividend amount of Rs. 10,000 or more and/or market value of shares, non-judicial stamp paper of appropriate value as prescribed under Stamp Act according to state is required. For claim of only amount of Rs. 10,000 or less, indemnity bond can be executed on a plain paper.*
2. *All documents must be self-attested by the claimant and joint holder(s), if any.*

Step 5: Review by Company & Submission to IEPF Authority

- Wipro will verify the documents and send a Verification Report to IEPF Authority
- If documents are incomplete or incorrect, shareholders will be required to resubmit them

Step 6: Final Processing by IEPF Authority

- Based on verification, IEPF Authority may:
 - ✓ Approve the claim and transfer: Dividend to Aadhaar-linked bank account and Shares to claimant's demat account or
 - ✓ Request additional documents or
 - ✓ Reject the claim (in which case the above step 1- 5 must be repeated)

Note: All required documents must be received by IEPF Authority within 60 days from date of IEPF-5 filing. Failure to do so may lead to rejection, after giving 15 days to respond.

For detailed guidance, shareholders may refer to the FAQs released by the IEPF Authority at:

<https://www.iepf.gov.in/IEPF/pdf/FAQsIEPF5.pdf>

KEY CONTACT DETAILS:

IEPF Authority

Address: Ground Floor, Jeevan Vihar Building, 3, Sansad Marg, New Delhi – 110 001.

e-mail Id: iepf@mca.gov.in

Tel.: 1800 114 667

Company

Nodal Officer: Mr. M Sanaula Khan

Deputy Nodal Officer: Mr. Sowrabh S Rao

Corporate Office Address: Wipro Limited Doddakannelli Sarjapur Road Bengaluru 560 035

e-mail Id: sanaula.khan@wipro.com, Tel.: +91 80 28440011 (Extn: 226185)

RTA - KFIN Technologies Limited

Ms. Baireddy Swati Reddy - E-mail id: swati.baireddy@kfintech.com

Ms. Rajitha Cholleti - E-mail id: rajitha.cholleti@kfintech.com

Shareholders Grievance can also be sent through e-mail to the following designated E-mail id:

inward.ris@kfintech.com, Toll Free No.: 1800-309-4001 Phone: (040) 7961 1000