



## **POLICY ON TRANSFER OF UNCLAIMED AMOUNT OF SECURED REDEEMABLE NON-CONVERTIBLE DEBENTURES (“NCDs”) TO JEPE**

**(Last amended by the board on 20th March, 2019)**

### **1. PEAMBLE**

The Board of Directors (“**The Board**”) of Manappuram Finance Limited (“**the Company**”) has adopted the following policy and procedures on transfer of Unclaimed Amount to GOI. To ensure good corporate governance and to comply with the provisions of Section 125 of the Companies Act, 2013 read with rules thereof amended from time to time. The Board may review and amend this policy from time to time.

This Policy will be applicable to the Company with effect from 05<sup>th</sup> November, 2015

### **2. DEFINITIONS**

- i. **Retail NCDs** means Non-Convertible Debenture issued by way of private placement through the branches which are neither listed nor rated.
- ii. **Institutional NCDs** means Non-Convertible Debenture issued by way of private placement through or to Institutional mode which are listed and rated.
- iii. **Public Issue NCDs** means Non-Convertible Debenture issued by way of public issue which are listed and rated.
- iv. **Unclaimed Amount** includes unclaimed / unpaid maturity amount and/or interests.
- v. RTA means Registrar and Transfer Agents

### **3. INTIMATION TO THE INVESTORS**

Company will play a pro-active role in finding the whereabouts of the NCD holders whose matured amount or interests have remained unpaid, thereby reducing the unpaid matured amounts.



### **Retail NCDs**

Investors may be contacted through phone by the respective branches before and after the automatic settlement of maturity amount .

Investors should be intimated through registered post within seven days of transferring unclaimed amount to Debenture Trustee Account.

### **Institutional NCDs**

Investors should be contacted through phone, registered post or e mail, as per the availability, by the HO Employees after the automatic settlement of maturity amount or interest payment.

### **Public Issue NCDs**

Investors will be intimated by the RTA as below;

On payment of maturity amount or interest, through ordinary post with the details transfer;

Through registered post within 6 months from the date of payment of maturity amount or interest.

## **4. PROCESS FOR CLAIMING UNCLAIMED AMOUNT**

### **Retail NCDs**

If any investor approaches the company for the amount transferred to Debenture trustee account, the following procedures are to be followed:

- i. Debenture Certificate, Trustee Form, Aadhar Card, Bank Details and a Request Letter to be collected from investor through branch;
- ii. Verification of the authenticity of the claim by the company;
- iii. Issue of account payee cheque by Debenture Trustee or crediting of amount through NEFT;

### **Institutional NCDs**

The procedure as specified in the offer document or as instructed by Debenture trustee will be followed in respect of the unclaimed amount.



### **Public Issue NCDs**

If any investor approaches the company for the unclaimed amount the requisition to be forwarded to RTA and the company shall follow-up with RTA .

The procedure as specified in the prospectus or as mandated by any applicable laws, rules or regulations from time to time in this respect, will be followed.

### **5. POLICY AND PROCESS FOR TRANSFER TO TRUSTEE ACCOUNT AND IEPF ACCOUNT**

#### **Retail NCDs**

Procedures will be followed by the company are:

- i. For NEFT updated cases, NCDs will be settled on Maturity date automatically.
- ii. In case NEFT not updated, maturity proceeds have to be transferred to HO account on next day of maturity date and NEFT will be initiated after collecting bank details from customer within 60 days of maturity date.

All unclaimed amount to be transferred to the IEPF Authority as specified in the IEPF Rules within one month of completion of seven years from the maturity date and concerned form shall be filed with ROC.



### **Institutional NCDs**

The unclaimed amount in respect NCD Privately Placed - Institutional are to be transferred to Escrow account or to the account be maintained as per the terms of the issue.

All unclaimed amount to be transferred to the IEPF Authority as specified in the IEPF Rules within one month of completion of seven years from the maturity date and concerned form shall be filed with ROC.

### **Public Issue NCDs**

The unclaimed amount in respect of NCD Public Issue to be managed as per the terms of the issue or as mandated by any applicable laws, rules or regulations from time to time in this respect.

All unclaimed amounts to be transferred to the IEPF Authority as specified in the IEPF Rules within one month of completion of seven years from the maturity date and concerned form shall be filed with ROC.

## **6. POLICY REVIEW**

This policy shall be subject to review as may be deemed necessary by the Board and to comply with any regulatory amendments or statutory modifications and subject to the necessary approvals of the Board of Directors.

## **7. BOARD'S APPROVAL**

This policy was approved by the Board of Directors at its meeting held on 5<sup>th</sup> November, 2015.

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