



**JM FINANCIAL ASSET RECONSTRUCTION COMPANY LIMITED**

**POLICY FOR UNCLAIMED AMOUNTS**

**APRIL 2024**

## 1. Background:

The Securities and Exchange Board of India (the “**SEBI**”) vide its circular dated November 8, 2023 (the “**Circular**”) has mandated entities who have listed Non-Convertible Securities to formulate a policy specifying the process to be followed by investors for claiming their unclaimed amounts (the “**Policy**”).

The aforesaid Circular is applicable to JM Financial Asset Reconstruction Company Limited (the “**Company**”), as the Company has its Non-Convertible Securities listed on stock exchange.

Further, the provisions of the Companies Act, 2013 (the “**Act**”) are also applicable to the Company. The Company in addition to the above circular is also required to comply with the applicable sections of the Act with respect to dealing with unclaimed amounts.

## 2. Obligations of the Company:

### 2.1 Transfer of Unclaimed Amounts to Escrow Account:

The listed entity shall transfer unclaimed amounts within seven (7) days from the expiry of thirty (30) days from the due date. Failure to do so will incur interest at a rate of twelve percent (12%) per annum for the period of default i.e. from the date of default till the date of transfer to the Escrow Account.

### 2.2 Nodal Officer:

Mr. Vineet Singh, the Company Secretary and Compliance Officer, has been appointed as the Nodal Officer to handle all communication with investors, Securities and Exchange Board of India, Stock Exchange(s) and depositories.

Further, the contact details of the Nodal Officer are available on the website of the Company at <https://www.jmfinancialarc.com/Home/ContactUs>.

In case of change in Nodal Officer, the Company shall designate another person within fifteen (15) days of such change.

Additionally, Mr. Vineet Singh shall send timely communications to the debenture holders in terms of the payment of interest and/or redemption payments, sending financials communication, and such other tasks as may be necessary in this regard.

### 2.3 Information display on website:

In case of unclaimed amount, the Company shall be required to upload the details as below on its website within a period of thirty (30) days of transferring the unclaimed amount to escrow account:

ISIN	Amount lying unclaimed	Category (Interest/Dividend/Redemption amount)	No. of investors	Date when amount became due (dd/mm/yyyy)	Date when unclaimed amount was transferred to Escrow account (dd/mm/yyyy)	Date when amount is to be transferred to IPEF (dd/mm/yyyy)
	<b>Total</b>					

## **2.4 Investor Search Facility:**

Investors can view their unclaimed amount using PAN and DPID/Client ID by accessing the website of the Company.

## **3. Process of claim submission:**

### **3.1 Format of Claim Submission:**

Investor are required to submit their requests in the prescribed format (draft attached as **Annexure I**) to receive their unclaimed amount directly in their bank account, in lieu of the cancellation of the original demand draft and the amount currently held in our escrow account as unclaimed.

### **3.2 Documentation and Procedure for Different Claimants:**

Investors are required to submit their requests in the prescribed format to receive their unclaimed amount directly in their bank account, in lieu of the cancellation of the original demand draft and the amount currently held in our escrow account as unclaimed. Details for different class of investor is provided below:

#### **a) Individual Investors (Self-applying investors):**

##### **List of Documentation to be submitted by Investors:**

- Claim Form (submit the filled claim form with all required details).
- Self-attested PAN copy and Aadhaar Card.
- Certified copy of the updated Client Master List (CML) with your revised/correct bank details.
- Proof of holding (Demat account statement).
- Cancelled cheque from the same bank account which is getting reflected in the CML.
- Original Demand draft.
- An indemnity bond on non-judicial stamp paper of Rs. 100/-.  
*If the investor has the original demand draft, kindly submit the indemnity bond on plain paper.*

##### **Document Handling Procedures Upon Receipt of documents:**

- Ensure receipt of original documents from the investor instead of photocopies.
- KYC and original documents must be signed and self-certified by the investor.
- Documents should be received in accordance with Company's checklist as stated above.
- Verify that all required details are filled out by the investor as per Company's documentation guidelines.
- Client Master List (CML) and bank details in the cancelled cheque copy should be same.

**Document Submission Timeline: Acceptance or Rejection:****i. Acceptance of documents:**

- Inform the investor that credit will be processed within fifteen (15) working days from the date of document submission and after successful verification of documents as per Company's checklist as stated above.
- After crediting, the Company to send a confirmation email to the investor with all credit details.

**ii. Rejection of documents:**

- Inform investors of document discrepancies within five (5) working days from the date of receipt of documents via email and physical communication. Hard copy to be sent for cases where email ID is not registered.
- Investors can resubmit revised documents within thirty (30) days from the date of discrepancy raised by the Company.
- Resubmitted documents to be processed and credit should be done within fifteen (15) working days from the date of receiving the revised documents and after successful verification of documents as per Company's checklist as stated above.

**b) Legal heirs/Nominee (Application on behalf of Deceased Investor):****List of Documentation to be submitted by Investors:**

- Certified Copy of Client Master List (CML) of the Demat account of Late **[Deceased Person's Full Name]**
- Certified Copy of your Demat account's CML (**of the legal heir/nominee**) with updated Bank Details.
- Notary/attested copy of the death certificate of Late **[Deceased Person's Full Name]**
- Cancelled Cheque of bank account where interest/redemption is to be credited.
- Self-Certified Copy of PAN Card/Aadhaar Card for all legal heirs.
- Notarized Affidavit Cum Indemnity Bond from all legal heirs on non-judicial stamp paper of Rs. 100/-
- Original Notarized No Objection Certificate from all other legal heirs/nominee, allowing the interest/redemption amount to be credited in the account of the applicant.
- Notarized copy of the Succession Certificate.

**Document Handling Procedures Upon Receipt of documents:**

- Ensure receipt of original documents from the investor instead of photocopies.
- All original documents must be signed and self-certified by the Legal heirs/Nominee.
- Documents should be received in accordance with Company's checklist as stated above.
- Documents requested for notarization, such as the Death Certificate, Affidavit Cum Indemnity Form from all legal heirs, No Objection Certificate from all legal heirs, and Succession Certificate, must be notarized.
- Verify that all required details are filled out by the investor as per Company's Checklist as stated above.
- Verify that the Client Master List (CML) and the bank details in the Cancelled Cheque copy are identical and belong to the Legal Heir/Nominee in whose account the amount has to be credited.

## **Document Submission Timeline: Acceptance or Rejection:**

### **i. Acceptance of documents:**

- Inform the investor that credit will be processed within fifteen (15) working days from the date of document submission and after successful verification of documents as per Company's checklist as stated above.
- After crediting, the Company to send a confirmation email to the investor with all credit details.

### **ii. Rejection of documents:**

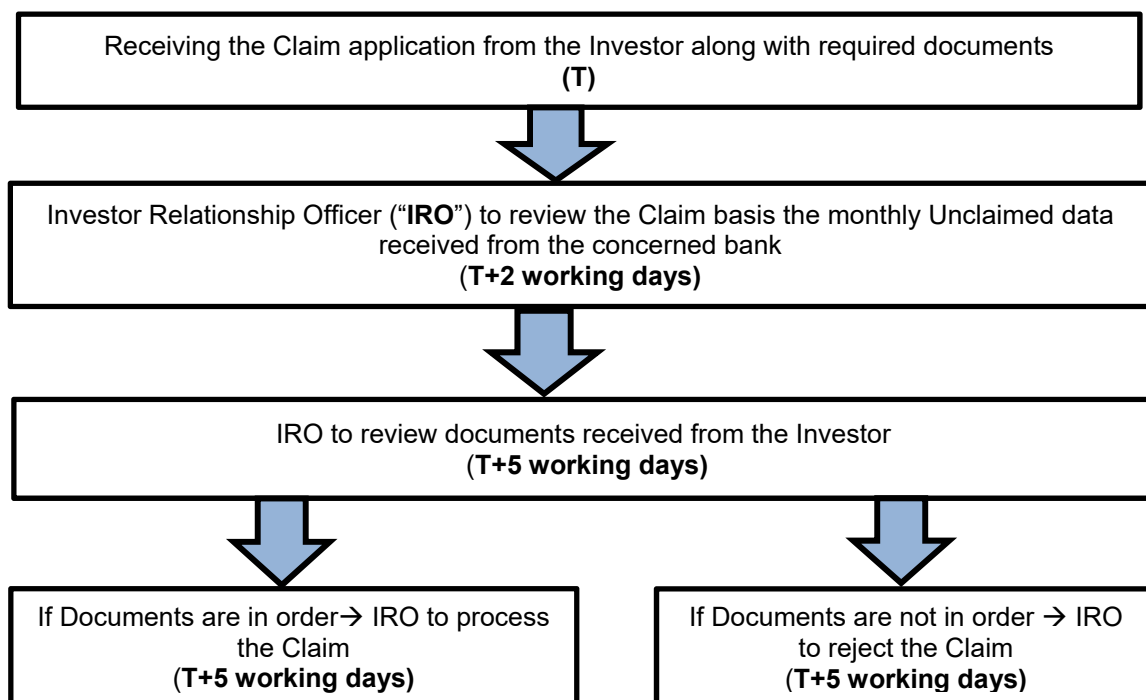
- Inform investors of document discrepancies within five (5) working days from the date of receipt of documents via email and physical communication. Hard copy to be sent for cases where email ID is not registered.
- Investors can resubmit revised documents within thirty (30) days from the date of discrepancy raised by the Company.
- Resubmitted documents to be processed and credit should be done within fifteen (15) working days from the date of receiving the revised documents and after successful verification of documents as per Company's checklist as stated above.

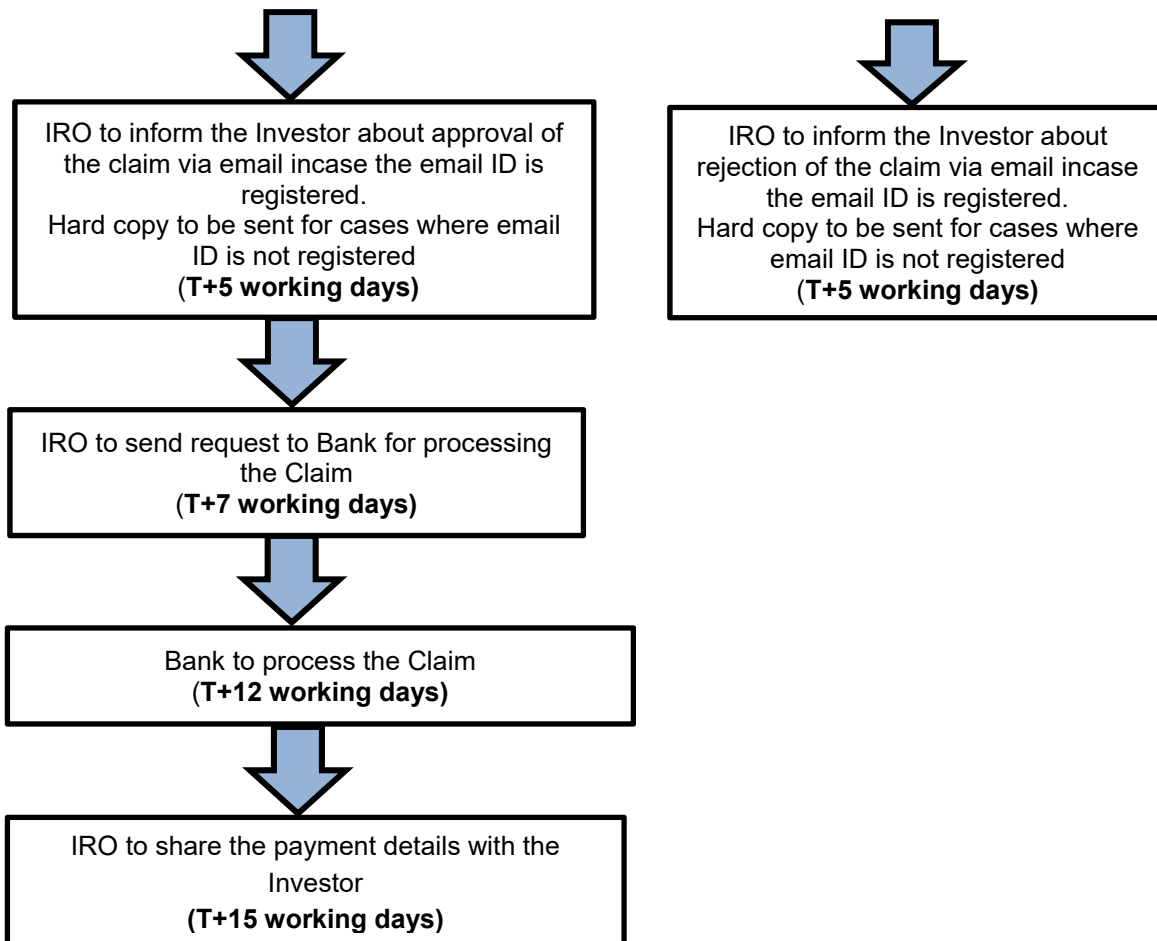
## **4. Manner of submission of claim by the investor:**

Hard copy of the documents to be sent at the below mentioned address:

To,  
Mr. Vineet Singh, Company Secretary and Compliance Officer  
JM Financial Asset Reconstruction Company Limited  
7<sup>th</sup> Floor, Cnergy, Appasaheb Marathe Marg,  
Prabhadevi, Mumbai - 400 025

## **5. Indicative process to be followed for verification of claims received from the Investor:**





**6. Contact details for investor to raise their queries or grievances, if any, relating to their claim:**

**Contact number:** + 91 22 6630 3165

**Email:** [vineet.singh@jmfl.com](mailto:vineet.singh@jmfl.com)

**7. Deviation matrix:**

Company Secretary and Compliance Officer of the Company is authorised to approve any deviation in the policy including the timeline stated above in case the situation warrants.

**8. Review of the Policy:**

This Policy shall be reviewed annually by the Board of Directors.

**9. Amendment:**

The Company may amend or review this Policy as and when deemed fit. Any and all provisions of this Policy shall also be amended/reviewed as required due to any regulatory changes from time to time.

In case any amendments, clarifications, circulars and guidelines issued by the regulatory body(ies)/authority(ies) and such amendments, clarifications, circulars and guidelines are not

consistent with the requirements specified under this Policy, then the provisions of such amendments, clarifications, circulars and the guidelines shall prevail and accordingly this Policy shall stand amended effective from the date as laid down under such amendments, clarifications, circulars and guidelines.

**Place: Mumbai**

**Date:**

**Chairman**

**Self-applying investors**

Date:

To

JM Financial Asset Reconstruction Company Limited  
Legal, Secretarial & Compliance Department  
5<sup>th</sup> Floor, Cnergy, Appasaheb Marathe Marg,  
Prabhadevi, Mumbai - 400 025

**Sub:** Credit of the unclaimed interest/principal amount**Ref:** Non-Convertible Debentures issued by JM Financial Asset Reconstruction Company Limited

Dear Sir / Madam,

I/We, \_\_\_\_\_, am/are holding Non-Convertible Debentures ("NCDs") issued by JM Financial Asset Reconstruction Company Limited (the "**Company**"), as per below details:

Sr. No.	Details	Particulars
1	DP ID / Client ID	
2	No. of NCDs	
3	ISIN	
4	Amount remaining unclaimed	

With reference to the various reminders by the Company and/or telephonic conversation with the official of the Company, we request you to credit the unclaimed amount in the Bank Account, details of which are given as below:

Name of the Bank and Branch	
Type of Account	
Account Number	
IFSC Code	
MICR Code	

Please find enclosed herewith the following documents to enable the Company to process the Unclaimed Amount:

- Self-attested PAN Copy and Aadhar Card;
  - Certified copy of the updated Client Master List (CML) with your revised/correct bank details;
  - Proof of holding (Demat account statement);
  - Cancelled Cheque from the same bank account which is getting reflected in the revised CML
  - Original Demand draft
  - An indemnity bond on non-judicial stamp paper of Rs. 100/-.
- If investors have the original demand draft, kindly submit the indemnity bond on plain paper.*

Request you to process the credit of the unclaimed amount.

Thank You.

Yours faithfully,

Name of Investor  
Contact Details:



**Application on Behalf of Deceased Investors**

Date:

To  
JM Financial Asset Reconstruction Company Limited  
Legal, Secretarial & Compliance Department  
5<sup>th</sup> Floor, Cnergy, Appasaheb Marathe Marg,  
Prabhadevi, Mumbai - 400 025

**Sub:** Credit of the unclaimed interest/principal amount

**Ref:** Non-Convertible Debentures issued by JM Financial Asset Reconstruction Company Limited

Dear Sir / Madam,

I/We, **[Your Full Name]**, with this letter, inform you that I am the legal heir/nominee of Late **[Deceased Person's Full Name]**. In connection with this, I have enclosed a list of required documents for your end to credit the unclaimed amount of Rs. \_\_\_\_\_/- in favor of me to my bank account mentioned below:

Name of Legal heir/Nominee	
Name of the Bank and Branch	
Type of Account	
Account Number	
IFSC Code	
MICR Code	

Please find enclosed herewith the following documents to enable the Company to process the Unclaimed Amount in favour of applicant:

- Certified Copy of Client Master List of the Demat account of Late **[Deceased Person's Full Name]**;
- Certified Copy of your Demat account's Client Master List (**as the legal heir/nominee**) with updated Bank Details;
- Notary/attested copy of the death certificate of Late **[Deceased Person's Full Name]**;
- Cancelled Cheque of your bank account where interest/redemption is to be credited;
- Self-Certified Copy of PAN Card/Aadhar Card for all legal heirs;
- Notarized Affidavit Cum Indemnity Bond from all legal heirs on non-judicial stamp paper of Rs. 100/-;
- Original Notarized No Objection Certificate from all other legal heirs/nominee, allowing the interest/redemption amount to be credited in the account of the applicant;
- Notarized copy of the Succession Certificate.

Request you to process the credit of the unclaimed amount.

Thank You.

Yours faithfully,

Name of Investor  
Contact Details: