

## **Claiming of Shares from Escrow Account**

As per the new SEBI Circular dated 25.01.2022, Letter of Confirmation (LOC) has to be issued to the Shareholder for various Investors Service Requests in case of physical share certificate. The LOC will be valid for 120 days from the date of its issue, within which the shareholder shall make a request to their Depository Participant (DP) for dematerializing the said securities. In case the Shareholder fails to submit the LOC within 120 days from the date of issue of LOC to their DP, the shares shall be transferred to the Suspense Escrow Demat Account of the Company. The methodology for claiming these shares back from the Suspense Escrow Demat Account is given below.

### **Documents required:**

Request letter in Form ISR-4 by ticking the box “claim from unclaimed suspense account in column B (Annexure -1) duly signed by the shareholder(s) along with the other documents mentioned therein and a self-attested copy of the PAN card.

### **The above Documents to be sent to RTA on the below mentioned address**

- **Name:** Alankit Assignment Limited
- **Address:** Alankit House, 4E/2 Jhandewalan Extension,  
New Delhi - 110055, INDIA
- **Phone No:** 011-42541234
- **Email:** rta@alankit.com

### **Procedure:**

- The applicant should ensure that they have a valid demat account.
- On submission of ISR-4 Form, RTA will verify the same and issue a “Letter of Acknowledgement” to the shareholder and subsequently if all the documents are in order, will process the claim & credit the shares into the demat account of the claimant(s) accordingly.





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**B.** I / We request you for the following (tick  relevant box)

<input type="checkbox"/> Issue of Duplicate certificate	<input type="checkbox"/> Claim from Unclaimed Suspense Account
<input type="checkbox"/> Replacement / Renewal / Exchange of securities certificate	<input type="checkbox"/> Endorsement
<input type="checkbox"/> Sub-division / Splitting of securities certificate	<input type="checkbox"/> Consolidation of Folios
<input type="checkbox"/> Consolidation of Securities certificate	<input type="checkbox"/> Transmission
<input type="checkbox"/> Transposition ( <i>Mention the new order of holders here</i> )	

**C.** I / We are enclosing certificate(s) as detailed below\*\*:

Name of the Issuer Company	
Folio Number	
Name(s) of the security holder(s) as per the certificate(s)	1. 2. 3.
Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

\*\* Wherever applicable / whichever details are available

**D. Document / details required for specific service request:**

- I.  Duplicate securities certificate



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II.  Claim from Unclaimed Suspense Account

Securities claimed	(in numbers)
	(in words)

III.  Replacement / Renewal / Exchange of securities certificate

(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)

IV.  Endorsement

V.  Sub-division / Splitting of securities certificate

VI.  Consolidation of securities certificate/Folios

VII.  Transmission

VIII.  Transposition

*Provide / attach original securities certificate(s) for request for item numbers III to VIII above.*

**Declaration:** All the above facts stated are true and correct to best of my / our knowledge and belief.

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature	✓	✓	✓
Name	✓	✓	✓



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Full address	✓		
PIN	✓	□□□□□□	□□□□□□

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.