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Investor Education and Protection Fund Authority
Ministry of Corporate Affairs
Government of India

Ground Floor, Jeevan Vihar Building,
Sansad Marg, New Delhi-110001

Dated: 16/07/2025

To
The Nodal Officer

Subject: Request to Initiate 100 Days Campaign - "Saksham Niveshak" - for KYC and other related Updations and Shareholder Engagement to Prevent Transfer of Unpaid/Unclaimed Dividends to IEPF- regarding

Dear Sir/Madam,

With reference to the meeting recently held with the Nodal Officers of stakeholder companies through video conference on April 28, 2025 regarding the organisation of *Niveshak Shivir* for facilitating the direct transfer of unclaimed/unpaid dividends to rightful claimants by companies.

The primary aim of this Shivir was to provide a platform for investors to:

- Resolve issues related to unclaimed dividends and shares.
- Update their KYC and nomination details.
- Promote transparency and investor empowerment by ensuring direct claims processing without third parties.

In this regard, as per Section 124(2) of the Companies Act, 2013 *"The company shall, within a period of ninety days of making any transfer of an amount under sub-section (1) to the Unpaid Dividend Account, prepare a statement containing the names, their last known addresses and the unpaid dividend to be paid to each person and place it on the web-site of the company, if any, and also on any other web-site of the company, if any, and also on any other web-site approved by the Central Government for this purpose, in such form, manner and other particulars as may be prescribed."*

As per the provisions of Section 124(5) of the Companies Act, 2013 *"Any money transferred to the Unpaid Dividend Account of a company in pursuance of this section which remains unpaid or unclaimed for a period of seven years from the date of such transfer shall be transferred by the company along with interest accrued, if any, thereon to the Fund established under sub-section (1) of section 125 and the company shall send a statement in the prescribed*

form of the details of such transfer to the authority which administers the said Fund and that authority shall issue a receipt to the company as evidence of such transfer.”

Further as per **Section 124(6)**: *“All shares in respect of which dividend has not been paid or claimed for seven consecutive years or more shall be transferred by the company in the name of Investor Education and Protection Fund along with a statement containing such details as may be prescribed.”*

In addition to above, SEBI has issued clarifications regarding processing investor requests and updating KYC details through various circulars, including:

- **SEBI/HO/MIRSD/POD-1/P/CIR/2023/70** (May 17, 2023)
- **SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687** (December 16, 2021)

In line with the objectives of the Niveshak Shivir and IEPFA's broader drive for investor education and facilitation, we propose the launch of a **100 Days Campaign - "Saksham Niveshak"** - targeting shareholders whose dividends have remained unclaimed.

This campaign should focus on the following key actions:

- **Proactive Engagement:** Reach out to shareholders to update their KYC, bank mandates, and contact information.
- **Transfer to IEPFA:** Dividend is paid to the rightful claimant, so that the transfer of shares to IEPFA is not required, by ensuring all eligible shareholders make updation to their KYC.
- **Dividend from Company:** Enable shareholders to receive their rightful claims directly from the Company.

Considering the above, you are requested to initiate the 100-Day Campaign from **28th July, 2025 to 6th November, 2025**, and to submit an **Action Taken Report** indicating the steps undertaken during this period. The format for the report is enclosed for your reference.


 (Lt. Col. Aditya Sinha)
 General Manager, IEPF Authority

100 Days Campaign Feedback Form for Record Updates

To monitor the progress of the record update campaign and ensure that shares and dividends do not get transferred to IEPF due to outdated or incorrect shareholder records.

Company Information

1. Company Name:

- ☐ Name:

2. Campaign Contact Person:

- ☐ Name:
- ☐ Position:
- ☐ Email:
- ☐ Phone Number:

Record Update Status

3. Total Number of Shareholders who have unpaid or unclaimed dividend and shares not transferred to IEPF:

- ☐ Total:

4. Total Shareholders with Updated Records (Address, Phone, Email, PAN, Bank Details):

- ☐ Updated:

5. Total Shareholders Who Have Provided PAN Details:

- ☐ PAN Details Provided:

6. Total Shareholders Who Have Updated Dividend Bank Details:

- ☐ Bank Details Updated:

7. Total Shareholders Who Have Provided Nominee Details (if applicable):

- ☐ Nominee Details Provided:

Campaign Monitoring and Communication

8. How was the campaign communicated to shareholders? (Check all that apply):

- ☐ Company Email
- ☐ SMS Alerts
- ☐ Website/Portal Notifications
- ☐ Social Media

- Other (Please specify):

9. Was the communication strategy effective in reaching the intended shareholders?

- Yes
- No
- If "No", please provide suggestions for improvement:

10. Number of Feedback or Inquiries Received from Shareholders:

- Total Feedback/Inquiries:

11. Were there any challenges faced during the campaign?

- Yes
- No
- If "Yes", please describe the challenges:

General Monitoring

12. Is the campaign progress on track as per the initial plan?

- Yes
- No
- If "No", what corrective actions are planned?

13. Any other observations or suggestions for improving the campaign process?

- Comments:

Internal Review and Sign-off

14. Campaign Coordinator's Review and Comments:

- Comments:

15. Campaign Completion Status (as of today):

- On track
- Delayed
- Completed
- Estimated Completion Date:

Declaration

I hereby confirm that the information provided in this form is accurate and reflects the current status of our record update campaign.

- Name:
- Position:
- Signature:
- Date:

This Action Taken form is structured for each company to monitor and update their internal progress on the 100 Days Campaign. It includes sections to track shareholder record updates, the communication process, and any challenges faced, along with feedback that can help improve the campaign's effectiveness.

Details of shareholders to be mentioned in below mentioned format:

SL. No.	Shareholder Name	Folio/ Demat Number	Contact Details Updated (Yes/No)	Bank Details Updated (Yes/No)	Nominee Details Updated (Yes/No)	PAN Updated (Yes/No)	Dividend Payment Preference [Cheque/Bank Transfer/Both]	Status of Record Update	Comments/ Additional Notes