MIDLAND MICROFIN LIMITED

CIN: U65921PB1988PLC008430

Registered Office: 1, The Axis, R.B. Badri Dass Colony, Civil Lines, Jalandhar, Punjab – 144001

Procedure for Claiming Unclaimed Dividend and Shares Transferred to the IEPF Authority

Shareholders of Midland Microfin Limited ("MML" or "the Company") whose shares and/or unclaimed or unpaid dividend amounts have been transferred by the Company to the Investor Education and Protection Fund ("IEPF") Authority pursuant to Sections 124 and 125 of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, as amended, may claim refund of such shares and/or dividend from the IEPF Authority by following the procedure set out below.

A. Step-wise Procedure

Step 1: Contact the Company or its Registrar and Transfer Agent ("RTA"), Skyline Financial Services Private Limited, and obtain year-wise details of dividend entitlement and shares transferred to the IEPF Authority before proceeding to Step 2. (Refer Q1)

Step 2: Visit the website of the IEPF Authority (www.iepf.gov.in), access web-form IEPF-5, fill in the online application and submit it on the MCA portal. (Refer Q2a and Q2b)

Step 3: Take a printout of the filed e-form IEPF-5 and the acknowledgement and submit the original application together with the required documents, duly self-attested (including by joint holder(s), if any), to the Registered Office of the Company at Jalandhar, addressed to the Nodal Officer. (Refer Q3 and Q4)

Step 4: The Company will verify the claim and the documents submitted by the shareholder and forward the original documents, along with its Verification Report, to the IEPF Authority within the timelines prescribed under the IEPF Rules.

Step 5: On the basis of the Verification Report and documents submitted by the Company, the IEPF Authority will either (i) approve the claim and release the refund, or (ii) require the shareholder to resubmit documents in case of any discrepancy.

Step 6: Where the IEPF Authority requires resubmission of any document, the shareholder should forward the required documents to the Nodal Officer. On receipt, the Nodal Officer will forward a revised Verification Report to the IEPF Authority for settlement of the claim. In case the claim is rejected by the IEPF Authority, the shareholder may initiate the process afresh by following Steps 1 to 5 above.

B. Frequently Asked Questions

Q1. Whom should I contact for details of my dividend entitlement and shares transferred to IEPF (Step 1)?

Please contact the Company or the RTA to obtain year-wise details of dividend entitlement and shares transferred to the IEPF Authority:

- **Company / Nodal Officer:** Mr. Kapil Kumar Ruhela, Nodal Officer, Midland Microfin Limited, 1, The Axis, R.B. Badri Dass Colony, Civil Lines, Jalandhar, Punjab – 144001 | Email: cs@midlandmicrofin.com | Tel: 0181-5085555
- **Registrar and Transfer Agent:** Skyline Financial Services Private Limited, D-153A, 1st Floor, Okhla Industrial Area, Phase-I, New Delhi – 110020 | Email: grievances@skylinerta.com | Tel: 011-40450193

Q2a. How do I fill web-form IEPF-5 (Step 2)?

Only one form should be filed for one financial year against one Aadhaar number and one company. More than one claim may be entered in a single form (the number of claims is to be entered in the relevant field), failing which the form is liable to be rejected.

Field	Instructions
Particulars of the Claimant	Enter name, address and contact details of the claimant.
Particulars of the Company	Enter the CIN of Midland Microfin Limited: U65921PB1988PLC008430 and click on the Pre-fill button.
Details of shares claimed	(a) Demat account number: 16-digit number (CDSL), or 'IN' followed by 14 digits (NSDL). If shares are held in physical form, provide folio details. (b) Number of shares (in case of uncertainty, please contact the RTA as per Q1). (c) Nominal (face) value: Rs. 10 per share (e.g., for 20 shares, total nominal value is Rs. 200).
Details of amount claimed	Obtain details from the RTA, Skyline Financial Services Private Limited (Q1). Based on that information, enter year-wise dividend/shares claimed and the reason for non-encashment of the dividend.
Number of claims	More than one claim can be entered in a single form as per details provided by the RTA.
Aadhaar / Passport / OCI / PIO number	Indian nationals: enter Aadhaar number correctly, failing which the form is liable to be rejected. NRIs/foreign nationals: enter Passport/OCI/PIO card number.
Bank account details	Enter bank account number, bank name, branch, account type and IFSC. Details must match the enclosed cancelled cheque, failing which the form is liable to be rejected. Where shares are in demat form, only the bank account registered with the Depository Participant should be entered. For Indian nationals, the bank account must be Aadhaar-linked.
Demat account number	Mandatory for claimants claiming shares, failing which the form is liable to be rejected.
Declaration	Tick the declaration check-box after carefully reading all conditions.

For other common instructions, please refer to the IEPF-5 instruction kit available at www.iepf.gov.in.

Q2b. How do I submit Form IEPF-5 on the MCA portal (Step 2)?

1. Go to the IEPF Authority's website (www.iepf.gov.in) and click on the IEPF-5 web-form link; you will be redirected to the MCA (V3) portal.
2. Log in using your MCA ID and password. New users should first register on the MCA portal as a 'Registered User' by providing the required details and creating a login ID and password.
3. Open web-form IEPF-5, fill in the details online, attach the required annexures and submit the form.
4. On submission, a Service Request Number (SRN) will be generated and a payment option will be displayed.
5. Although the fee is zero, click on 'Pay Now' to generate the acknowledgement/challan for e-form IEPF-5. Retain the SRN and acknowledgement for all future correspondence.

Q3. How do I submit the documents to the Company (Step 3)?

The shareholder must forward a self-attested copy of the filed e-form IEPF-5 and the acknowledgement, along with the original required documents (Q4), addressed to the Nodal Officer at:

Mr. Kapil Ruhela (Nodal Officer)

Midland Microfin Limited

1, The Axis, R.B. Badri Dass Colony, Civil Lines, Jalandhar, Punjab – 144001

The envelope should be superscribed "Claim for Refund from IEPF Authority" to enable initiation of verification of the claim.

Q4. What documents must accompany the copy of the e-form and acknowledgement (Step 3)?

(a) **Indemnity Bond (original)** signed by the claimant, joint holder(s) and two witnesses — (i) on plain paper, where the amount claimed does not exceed Rs. 10,000; (ii) on non-judicial stamp paper of the value prescribed under the Stamp Act of the State where the claimant resides, in case of a claim for shares or where the amount claimed exceeds Rs. 10,000.

(b) **Advance Stamped Receipt (original)** signed by the claimant and two witnesses, with a revenue stamp affixed and cancelled, preferably by the claimant's signature across the stamp. The date and place of execution by the claimant and the witnesses must be the same on both the Indemnity Bond and the Advance Receipt. Formats are available in the IEPF-5 instruction kit at www.iepf.gov.in.

(c) **Proof of entitlement** — original share certificate(s) (if shares are held in physical form) and dividend warrant(s), if any.

(d) Copy of Client Master List (CML) of the demat account.

(e) Copy of Aadhaar Card.

(f) Copy of PAN Card.

(g) Copy of Passport / OCI / PIO card, in case of NRIs and foreign nationals.

(h) Original cancelled cheque leaf of the Aadhaar-linked bank account.

(i) Notarised copy of the death certificate, where any joint holder is deceased.

(j) Any other supporting documents, as applicable.

Note: The documents at points (d) to (f) above must be self-attested by the claimant and joint holder(s), if any.

C. Important Notes

- If the documents are not received by the IEPF Authority within ninety (90) days from the date of filing of Form IEPF-5, the Authority may reject the form after giving the claimant an opportunity to furnish a response within a further period of thirty (30) days.
- On approval of the claim, the IEPF Authority will (a) credit the dividend amount to the claimant's Aadhaar-linked bank account through electronic transfer, and (b) in the case of a claim for shares, credit the shares to the claimant's demat account.
- Only one consolidated claim per company per financial year should be filed. Claimants are advised to verify all entitlements with the RTA before filing, and to include all claims in a single form.
- For any assistance in the process, shareholders may write to the Nodal Officer at cs@midlandmicrofin.com