

## **UNCLAIMED AMOUNT POLICY INDIGRID INFRASTRUCTURE TRUST**

**A. Preamble:** The Unclaimed Amount Policy ("**Policy**") aims to provide a comprehensive policy specifying the process to be followed by Unitholders and Debenture holders for claiming their unclaimed or unpaid amounts and processing of same by IndiGrid Investment Managers Limited, Investment Manager of IndiGrid Infrastructure Trust (formerly known as India Grid Trust). It stipulates the format in which claim shall be submitted by a Unitholder & Debenture holder, the procedure and documentation for making claim, the documents required to be submitted in support of the claim, manner and timeline of submission, conditions for rejection of claim, option of re-filing of a claim and the process to be followed for verification of claims. Accordingly, IndiGrid Investment Managers Limited, the Investment Manager to IndiGrid Infrastructure Trust appointed pursuant to the Investment Management Agreement as amended and restated from time to time, has formulated this Policy.

**B. Definitions:**

1. "**Applicable Law**" means any existing or new enactments, circulars, laws, rules, regulations issued by the Government of India/State Governments or laws enacted by any overseas country which has an impact on the Trust's business and also rules, regulations or standards which are issued by any statutory bodies in India and governing IndiGrid Infrastructure Trust.
2. "**Authorised Person**" means any person duly authorised by the Board.
3. "**Board**" means the Board of Directors of the Investment Manager of Trust or any of the Committees constituted by it.
4. "**Investment Manager**" means IndiGrid Investment Managers Limited.
5. "**InvIT Regulations**" means the Securities and Exchange Board of India (Infrastructure Investment Trust) Regulations, 2014 as amended from time to time including any circular, notifications issued thereunder.
6. "**Nodal Officer**" means the Compliance Officer of the Trust.
7. "**Trust**" means IndiGrid Infrastructure Trust.

**C. Purpose of the Policy:** Securities and Exchange Board of India vide its master circular bearing reference number SEBI/HO/DDHS-PoD-2/P/CIR/2024/44 dated May15, 2024, has mandated the Investment Manager of Infrastructure Investment Trusts ("InvITs") to formulate a policy for filing of claims by the Unitholders and Debenture holders and the process to be followed for verification of claims.

**D. Transfer of Unpaid/Unclaimed Amounts**

- (a) Where the Investment Manager has made distribution, but the payment to any unitholders has remained unpaid or unclaimed, up to fifteen days from the date of declaration, the Investment

Manager shall, within seven working days from the date of expiry of such period of fifteen days, transfer such unclaimed or unpaid amounts to an 'Unpaid or Unclaimed Distribution Account'. The details of such amount transferred to Unpaid or Unclaimed Distribution Account shall be uploaded by the Investment Manager on the website of the Trust.

- (b) Where the Investment Manager has paid the interest/ repayment amount to the Debenture holders but the amount has not been claimed within thirty days from the due date of interest/ redemption payment, the Investment Manager shall within seven days from the date of expiry of the said period of thirty days transfer such unclaimed or unpaid amounts to an 'Unpaid or Unclaimed Interest Account'. The details of such amount transferred to Unpaid or Unclaimed Interest Account shall be uploaded by the Investment Manager on the website of the Trust.
- (c) Any amount transferred to the Unpaid or Unclaimed Distribution Account/ Unpaid or Unclaimed Interest Account as mentioned in points (a) or (b) above, which remains unpaid or unclaimed for a period of seven years from the due date of such transfer, shall be transferred by the Investment Manager, along with interest accrued, if any, thereon, to the Investor Protection and Education Fund ("IPEF") within a period of thirty days from the date of expiry of seven years. The details of such amount transferred to IPEF shall be uploaded by the Investment Manager on the website of the Trust. The Investment Manager shall, after processing application received from the Unitholder or Debenture holder for unclaimed or unpaid amount and satisfying itself of the correctness of information submitted shall make an application to IPEF for refund of such amount. and shall transfer the same to the Unitholder or Debenture holder within 30 days of the receipt of documents.
- (d) Unitholders or Debenture holders entitled to any unclaimed/unpaid amount transferred to Unpaid Distribution Account/IPEF Account, can claim the same by making application to Investment Manager in the manner as mentioned in this Policy.

**E. Process for Filing of Claims:** The Unitholders and Debenture holders shall follow the below mentioned process for filing of claims -

1. Submit the application in the format provided as **Annexure – A1, A2, B1 or B2 as applicable.**
2. The claim shall be submitted either by the Unitholders/Debenture holders themselves or by their legal heir/ nominee.
3. Self-attested proof of identity, proof of address and proof of holding shall be submitted along with the application.
4. The Unitholders or Debenture holders may submit their claims by sending an email to following email IDs:  
**Unitholders** – [support.indigrid@kfintech.com](mailto:support.indigrid@kfintech.com).  
**Debenture Holders** – [publicncd@indigrid.com](mailto:publicncd@indigrid.com); [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com)
5. If any clarification is sought by the Trust or the Registrar and Transfer Agent on behalf of the Trust, the same shall be submitted by the investors within 30 days from the date of receipt of such communication, failing which the claim may be rejected. However, rejection of claim does not debar a Unitholder or Debenture holder from filing a fresh claim.
6. The claim may be rejected by the Trust if there are any discrepancies in the application or the documents are insufficient, and the Unitholders or Debenture holders may re-file their claims on or after the date of intimation of discrepancies/ insufficiency.

7. The claim shall be processed by the Investment Manager within 30 days of the date of application subject to receipt of all documents and information as per the requirement. In case of discrepancies, the claim shall be processed within 30 days from the date of submission of revised documents to the satisfaction of the Investment Manager.
8. The Unitholders or Debenture holders may raise queries/grievances relating to their claim or check status of their claim by sending an email to following email IDs:

**Unitholders**

**Email Id:** [support.indigrid@kfintech.com](mailto:support.indigrid@kfintech.com), [complianceofficer@indigrid.com](mailto:complianceofficer@indigrid.com) or [investor.relations@indigrid.com](mailto:investor.relations@indigrid.com)

**Phone No.:** 022 6924 1311

**Debenture Holders**

**Email Id:** [publicncd@indigrid.com](mailto:publicncd@indigrid.com) ; [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com)

**Phone No.:** 022 6924 1311

**F. Processing of Claim by the Trust:** The Investment Manager shall follow the below mentioned steps for verification of claims before processing the same:

1. Upon receipt of a claim application, the Trust or RTA shall check if all the documents submitted by the Unitholder or Debenture holder are in order.
2. The claim shall be re-verified by the Trust or RTA from the details published on the website of the Trust.
3. If any clarification is required, the same shall be intimated to the Unitholder(s) or Debenture holder(s) by sending an email.
4. The Trust or RTA may reject an application if there are any discrepancies in the application or the documents are insufficient.
5. If all the documents are in order, the Investment Manager shall remit the payment to the Unitholder or Debenture holder using electronic modes for funds transfer within 30 days from the date of submission or receipt of complete information.

**G. Display of Information w.r.t. Claims on Website:** The Investment Manager shall:

1. within a period of thirty days of transferring the unclaimed or unpaid amount to the Unpaid Distribution/Interest Account, upload the below mentioned details on the website of Trust:

**Unitholders**

Amount lying unclaimed (including penal interest, if any) (in INR)	Category (Interest/ Dividend/ Repayment of Capital/ Any other)	No. of Unitholders	Date when amount became due (dd/mm/yyyy)	Date when unclaimed amount was transferred to Unpaid Distribution Account (dd/mm/yyyy)	Date when amount is to be transferred to IPEF (dd/mm/yyyy)
Total					

Name and designation of the Nodal Officer:

Email ID and phone no.:

### Debenture Holders

ISIN	Amount lying unclaimed (including penal interest, if any) (in INR)	Category (Interest/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)
Total						

Name and designation of the Nodal Officer:

Email ID and phone no.:

- provide a search facility on the website of the Trust for Unitholders and Debenture Holders to verify if there is any unclaimed or unpaid amount due to them and lying in the Unpaid Distribution/Interest Account of the Trust.
- display the cumulative details of the number of claims received, processed, pending, etc. on the website of the Trust.
- within a period of thirty days of transferring the unclaimed or unpaid amounts to the IPEF, upload the details on the website of the Trust, as given below:

### Unitholders

Name of INVIT	Amount lying unclaimed in Unpaid Distribution Account as at end of seven years (in INR)	Category (Interest/ Dividend/ Repayment of Capital/ Any other)	No. of Unitholders	Date when amount became due for transfer to IPEF (dd/mm/yyyy)	Date when unclaimed amount was transferred to IPEF (dd/mm/yyyy)
Total					

Name and designation of the Nodal Officer:

Email ID and phone no.:

### Debenture Holders

ISIN	Amount lying unclaimed in Escrow Account as at end of seven years (in INR)	Category (Interest/ Redemption amount)	No. of investors	Date when amount became due for transfer to IPEF (dd/mm/yyyy)	Date when unclaimed amount was transferred to IPEF (dd/mm/yyyy)	Amount transferred to IPEF (in INR)
Total						

Name and designation of the Nodal Officer:

Email ID and phone no.:

- H. Maintenance of Records:** The Trust shall preserve information pertaining to the unclaimed or unpaid amounts of the Unitholders and Debenture Holders including relevant documentation. The Trust shall furnish necessary information, as and when called for by SEBI.

- I. Notwithstanding the above, this Policy will stand amended to the extent of any change in applicable law, including any amendment to the InvIT Regulations or circulars issued thereunder, without any action from the Investment Manager or approval of the Unitholders of the Trust.

**ANNEXURE – A1**

(For Unitholders)

**Format of Application for Claiming Unclaimed Distribution Amount****To,****The Nodal Officer**

IndiGrid Infrastructure Trust

Unit No. 101, First Floor, Windsor, Village KoleKalyan,  
off CST Road, Vidyanagari Marg, Kalina, Santacruz (East),  
Mumbai – 400 098, Maharashtra, India**Subject: Request for Payment of Unclaimed Distribution**

Dear Sir,

I hereby confirm that I have not received the distribution for the [●] quarter(s) of financial year(s) [●]. I have also verified the same from the Unpaid Distribution amount details published on the website of the Trust. I am providing the below mentioned information and enclosing the scanned copies of the documents required to enable you to do the needful:

1.	Name of the Unitholder	
2.	DP ID	
3.	Client ID	
4.	Unclaimed Amount	
5.	PAN	
6.	Mobile Number	
7.	Email ID	
8.	Copy of the cancelled cheque Details of the leaf of the bank account with Unitholder Name, Account number and IFSC code where the unpaid dividend distribution amount shall be credited through electronic mode.	

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Signature of the Unitholder

**Mandatory Enclosures:**

1. Original CML duly stamped by the Depository Participant
2. Cancelled Cheque
3. Self-Attested copy of PAN
4. Self-attested proof of address

**ANNEXURE – A2**

(For Unitholders)

**Format of Application for Claiming Unclaimed Distribution Amount by Legal Heir or Nominees****To,****The Nodal Officer**

IndiGrid Infrastructure Trust

Unit No. 101, First Floor, Windsor, Village KoleKalyan,  
off CST Road, Vidyanagari Marg, Kalina, Santacruz (East),  
Mumbai – 400 098, Maharashtra, India**Subject: Request for Payment of Unclaimed Distribution**

Dear Sir,

I hereby confirm that I, (*Name*), the Claimant am the legal heir/nominee of (*Name of Investor & DP ID, Client ID*), the Unitholder. I further confirm that we have not received the distribution for the [●] quarter(s) of financial year(s) [●]. I have also verified the same from the Unpaid Distribution amount details published on the website of the Trust. I am providing the below mentioned information and enclosing the scanned copies of the documents required to enable you to do the needful:

1.	Name of the Unitholder	
2.	DP ID & Client ID of the Unitholder	
3.	Name of the Claimant	
4.	DP ID & Client ID of the Claimant	
5.	Unclaimed Amount	
6.	PAN number (Claimant & Unitholder)	
7.	Mobile Number of the Claimant	
8.	Email ID of the Claimant	
9.	Details of the bank account with Claimant Name, Account number and IFSC code where the unpaid distribution amount shall be credited through electronic mode.	

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Signature of the Claimant

**Mandatory Enclosures:**

1. Death Certificate of the Unitholder
2. Original CML duly stamped by the Depository Participant of deceased Unitholder and the Claimant
3. PAN Card copy of Claimant and the deceased Unitholder
4. Proof of Address of Claimant and the deceased Unitholder
5. Transaction Statement of one of the demat account (either source or destination demat account)

**ANNEXURE – B1**

(For Debenture Holders)

**Format of Application for Claiming Unclaimed Interest/Repayment Amount****To,****The Nodal Officer**

IndiGrid Infrastructure Trust

Unit No. 101, First Floor, Windsor, Village KoleKalyan,  
off CST Road, Vidyanagari Marg, Kalina, Santacruz (East),  
Mumbai – 400 098, Maharashtra, India**Subject: Request for Payment of Unclaimed Interest/Repayment Amount**

Dear Sir,

I hereby confirm that I have not received the Interest/Repayment Amount for the [●] quarter(s)/period of financial year(s) [●]. I have also verified the same from the Unpaid Interest/Repayment amount details published on the website of the Trust. I am providing the below mentioned information and enclosing the scanned copies of the documents required to enable you to do the needful:

1.	Name of the Debenture Holder	
2.	DP ID	
3.	Client ID	
4.	Unclaimed Amount	
5.	PAN	
6.	Mobile Number	
7.	Email ID	
8.	Details of the bank account with Debenture Holder Name, Account number and IFSC code where the unpaid interest/repayment amount shall be credited through electronic mode.	

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Signature of the Debenture Holder

**Mandatory Enclosures:**

1. Original CML duly stamped by the Depository Participant
2. Cancelled Cheque
3. Self-Attested copy of PAN
4. Self-attested proof of address

**ANNEXURE – B2**  
(For Debenture Holders)

**Format of Application for Claiming Unclaimed Interest/Repayment Amount by Legal Heir or Nominees**

**To,**  
**The Nodal Officer**

IndiGrid Infrastructure Trust  
Unit No. 101, First Floor, Windsor, Village KoleKalyan,  
off CST Road, Vidyanagari Marg, Kalina, Santacruz (East),  
Mumbai – 400 098, Maharashtra, India

**Subject: Request for Payment of Unclaimed Interest/Repayment Amount**

Dear Sir,

I hereby confirm that I, (*Name*), the Claimant am the legal heir/nominee of (*Name of Investor & DP ID, Client ID*), the Debenture Holder. I further confirm that we have not received the interest/repayment amount for the [●] quarter(s)/period of financial year(s) [●]. I have also verified the same from the Unpaid Interest/Repayment amount details published on the website of the Trust. I am providing the below mentioned information and enclosing the scanned copies of the documents required to enable you to do the needful:

1.	Name of the Debenture Holder	
2.	DP ID & Client ID of the Debenture Holder	
3.	Name of the Claimant	
4.	DP ID & Client ID of the Claimant	
5.	Unclaimed Amount	
6.	PAN number (Claimant & Debenture Holder)	
7.	Mobile Number of the Claimant	
8.	Email ID of the Claimant	
9.	Details of the bank account with Claimant Name, Account number and IFSC code where the unpaid distribution amount shall be credited through electronic mode.	

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Signature of the Claimant

**Mandatory Enclosures:**

1. Death Certificate of the Debenture Holder
2. Original CML duly stamped by the Depository Participant of deceased Debenture Holder and the Claimant
3. PAN Card copy of Claimant and the deceased Debenture Holder
4. Proof of Address of Claimant and the deceased Debenture Holder
5. Transaction Statement of one of the demat account (either source or destination demat account)