# PROCESS FOR CLAIMING SHARES FROM SUSPENSE ESCROW DEMAT ACCOUNT

In case the letter of Confirmation was issued and same was not dematerialized within 120 days by the Shareholder, the shares are required to be moved in SEDA- Suspense Escrow Demat Account.

### List of Required Documents for claiming the shares from Suspense Escrow Demat Account.

1. Form ISR 4- duly signed by the shareholder (s).
2. The self-attested latest **Client Master List (CML)** of Demat account/BO ID duly signed and verified by DP official with Stamp (the CML should not be older than 2 months).

All the Formats including ISR-1, ISR-2, SH-13 (ISR-3) & ISR-4 Form are available under the Forms & Procedures/Downloads section on our website: https://www.bigshareonline.com/resources-sebi_circular.aspx#parentHorizontalTab3

**Important Instructions –**

- Kindly ensure that the first eight digits of **Aadhaar number are masked** before submission. All ISR forms and the complete set of KYC documents are duly filled in and signed by all registered shareholders.
- Form ISR 2 is complete in all manner including Email id and Phone number of Bank, email and Phone number of investor, Details of Branch Manager who has attested ISR 2 such as Employee Name, Employee Code, Email of Employee.