PROCESS FOR CLAIMING SHARES FROM UNCLAIMED SUSPENSE ACCOUNT

List of Required Documents for claiming the shares from Unclaimed Suspense Account.

1. Form ISR 4- Request letter 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).
3. Original Share Certificate(s) - Surrender all the Share Certificate(s) including Share Certificate(s) of old Face Value if any.
4. Duly filled and signed KYC Forms ISR-1, ISR-2, (ISR-3 or SH-13, as applicable), along with an original cancelled cheque with the name of the Shareholder(s) printed on it or a self attested copy of your bank passbook or self-attested copy of bank statement
5. Self-attested copies of PAN Card and Address Proof.
6. Address proof as per RTA records, in case the address proof as per RTA records is not available, kindly provide declaration mentioning old and current address and stating that address proof as per RTA record is not available.

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.

.