

PROCESS FOR DIVIDEND REVALIDATION

Dividend revalidation means Reprocessing of unpaid/unclaimed dividend

List of Required Documents for Claiming the unpaid/unclaimed dividend

In Case of Shares held in Physical Mode where KYC is not updated

1. Request Letter for claiming the unclaimed dividend, duly signed by all the registered shareholder(s), mentioning the Company Name and Folio Number / DP ID & Client ID.
2. Self-attested copies of PAN Card
3. **Form ISR 1, Form ISR 2** along with 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
4. **ISR 3-** Declaration Form for Opting-out of Nomination or **SH 13-** Nomination Form.
5. 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)- if available
6. Original Dividend Warrant, if available, please specify if it is not available.

In Case Shares held in Demat Mode

1. Request Letter for claiming the unclaimed dividend, duly signed by all the registered shareholder(s), mentioning the Company Name and Folio Number / DP ID & Client ID.
2. The self-attested latest **Client Master List (CML)** of demat account/BO ID duly signed and verified by DP official with Stamp (Ensure the Bank Details are updated in your Demat Account) along with copy of Cancelled Cheque as per CML.

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.