

SATYA MICROCAPITAL LIMITED

**POLICY ON TRANSFER OF UNCLAIMED AMOUNTS ON LISTED NON-
CONVERTIBLE SECURITIES TO ESCROW ACCOUNTS AND CLAIM
THEREOF BY THE INVESTORS**

Version 1.0

January 2024

Title

This Policy shall be known as the “Policy on Transfer of Unclaimed Amounts on Listed Non-Convertible Securities to Escrow Accounts and Claim thereof by the Investors” of “SATYA MicroCapital Limited” (the “Policy”) and has been made pursuant to Regulation 61A of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirement) Regulations, 2015 (the “Regulations”) read with SEBI Circular SEBI/HO/DDHS/DDHS-RAC-1/P/CIR/2023/176 dated November 08, 2023 and applicable provisions of Companies Act, 2013, as amended.

This Policy shall come into force from the date of approval by the Board of Directors. The Board may review and amend this policy from time to time.

Applicability

This Policy shall apply in relation to Transfer of Unclaimed Amounts on Listed Non-Convertible Securities to Escrow Accounts and Claim thereof by The Investors in case the unclaimed amount has not been claimed within thirty days from the due date of payment.

Definitions

In this Policy:

- (a) **Escrow Account** means an account to be opened by listed entity in any scheduled bank.
- (b) **Listed Entity/Company/Issuer** means SATYA MICROCAPITAL LIMITED.
- (c) **Nodal Officer** means shall mean the Company Secretary of the Company.
- (d) **Non-Convertible Securities Holders/Investor** means holders of Listed Non-Convertible Securities
- (e) **RTA means** Registrar and Transfer Agent.
- (f) **Regulations** means SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
- (g) **Unclaimed amounts** means Unclaimed interest/dividend/redemption amount on Non-convertible Securities.

Obligations of the Listed Entity w.r.t Unclaimed amount

- Listed entity shall transfer unclaimed amount to an Escrow Account within seven days of expiry of thirty days of the due date of interest, dividend, or redemption payment.
 - In case a default is made in transferring the amount to escrow account of the listed entity, it shall pay interest on the amount that has not been transferred at the rate of 12% annual interest for the period of default. The said interest shall accrue to the investors in proportion to the amount remaining unclaimed.
 - Listed Entity shall within 30 days from transferring the Unclaimed amount to escrow account shall display the information w.r.t unclaimed amounts on its website and provide search facility to its investor to verify the unclaimed amount on search criteria based on combination as PAN and Date of Birth or Name and DP ID/Client ID. Upon such search, the following information shall be visible to the investor:
 - Amount due to the investor on the date of payment (in INR);
 - Category - interest/ dividend/ redemption amount;
 - Date when amount became due (dd/mm/yyyy);
 - The Company shall transfer the Unclaimed amount remaining in the Escrow Account for seven years to the Investor Education and Protection Fund (IEPF).
-

Process for claiming Unclaimed amount lying in Escrow account of the Company

Investor of the Company, whose Unclaimed amounts has been transferred by the Company to Escrow account pursuant to Regulation 61A of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirement) Regulations, 2015 (the “Regulations”) read with SEBI Circular SEBI/HO/DDHS/DDHS-RAC-1/P/CIR/2023/176 dated November 08, 2023 and applicable provisions of Companies Act, 2013, as amended, may claim the Unclaimed amounts in following manner:

Step 1: The Investor to contact the Company/Registrar and Transfer Agent of the Company and obtain details of year wise unclaimed amounts transferred to Escrow account before proceeding with Step No 2.

Step 2: The Investor to courier the following documents at our office address “Kind Attention: Company Secretary (Nodal Officer), ‘519, 5th Floor, DLF Prime Towers, Okhla Phase-I, New Delhi 110020, India” for processing the direct credit of Unclaimed amounts and parallelly shall mail the soft copy of the documents to cs@satyamicrocapital.com:

- Request Letter in the format prescribed as Annex A.
- Self-attested copy of the PAN Card/Aadhaar Card/registration certificate(s)/charter document as applicable.
- Certified copy of the updated Client Master List (CML) with correct bank details.
- Cancelled cheque from the same bank account which is getting reflected in the revised CML.

Step 3: The Company shall within 30 days from the receipt of claim, verify the details of the claim and various documents submitted by the Investor and

a) Shall seek any other documents/information, if any, in case the Company finds the documents/application found to be defective or incomplete and advise the investor to resubmit the claim.

b) Approve the claim and remit the payment to the investor using electronic modes of funds transfer.

Step 4: In case the Company requests the Investor to resubmit any documents, Investor shall forward the required documents to the Company 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 an investor from filing the fresh claim.

On receipt of the revised documents from the Investor, Nodal Officer would verify the same for settlement of the claim of the Investor using electronic modes of funds transfer within 30 days from the date of receipt of revised document. In case the claim is rejected by the Company, the Investor to follow the Steps 1-4 stated above.

The aforementioned procedure in respect of the investor, shall apply, mutatis mutandis, to the legal heir/successor/ nominee of the investor and they shall satisfy the provisions specified in SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and circulars issued thereunder, for the transmission of non-convertible securities and/ or the corresponding claim thereon.

Maintenance of records

The listed entity shall preserve information pertaining to the unclaimed amounts of investors including relevant documentation for the period as prescribed under law.

Update of information

Any change in the information uploaded on the website shall be updated by the listed entity by the seventh day of the succeeding month.

Contact details:

In case you have any query or need assistance in this regard, please contact the Company/RTA at the following address:

Company Secretary (Nodal Officer)
519, 5th Floor DLF Prime Towers, Okhla Industrial Area
Phase-I, New Delhi 110017
Ph: +91-11-49724000 Email Id: cs@satyamicrocapital.com

Registrar & Share Transfer Agents:

Link Intime India Private Limited
C 101, 247 Park, 1st Floor, L B S Marg,
Vikhroli West, Mumbai - 400083, India
Phone: +91 - 22 - 25946970
Fax : +91 - 22 - 25946969
E-mail : ipo.helpdesk@linkintime.co.in
Website : www.linkintime.co.in

KFIN Technologies Limited
Selenium Building, Tower-B, Plot No.- 31 & 32,
Financial District, Nanakramguda, Serilingampally,
Hyderabad, Rangareddi, Telangana, India, 500032
Phone : +91 - 40 - 67162222, 7961 1000,
E-mail : venu.sp@kfintech.com
Website : www.kfintech.com

Date:

To
SATYA MicroCapital Limited
519, 5th Floor, DLF Prime Towers,
Okhla Industrial Area, New Delhi 110020

Kind Attention: Company Secretary (Nodal Officer)

Sub: Credit of the unclaimed amount

Ref: Listed Non-Convertible Securities issued by SATYA MicroCapital Limited

Dear Sir / Madam,

I/We, _____, am/are holding Listed Non-Convertible Securities issued by SATYA MicroCapital Limited (“the Company”), as per below details:

Sr. No.	Details	Particulars
1.	No. of Non-Convertible Securities	
2.	ISIN	
3.	Amount remaining unclaimed	
4.	Interest/redemption	

With reference to the various reminders by the Company and/or telephonic conversation with the official of the Company, we request you to credit the unclaimed amount in the Bank Account, details of which are given as below:

Name of the Bank

Branch

Type of Account

Account Number

IFSC Code

MICR Code

Please find enclosed herewith the following documents to enable the Company to process the Unclaimed Amount:

1. Self-attested PAN Card Copy/Aadhar Card/Registration Certificate(s)/Charter documents, as applicable;
2. Certified copy of the updated Client Master List (CML) with your correct bank details
3. Cancelled Cheque from the same bank account which is getting reflected in the revised CML

Request you to process the credit of the unclaimed amount.

Thank You.

Yours faithfully

Sign/-

Name of Investor

Address:

Contact Details: _____