

## Dividend

### **In case of non-receipt of dividend, what action a shareholder should take?**

He should first check his own records thoroughly. Thereafter he should write to the Company Secretary at PNB gilts Ltd., 5, Sansad Marg, New Delhi – 110001, furnishing the particulars of the dividend not received and should necessarily quote his folio number (in case the holding is in physical form). In case he holds shares in electronic mode then the DP ID and client ID should be mentioned. After checking the records with the banker to the issue, PNB Gilts Ltd will communicate the requirement of Indemnity Bond from you. Please note that the indemnity needs to be executed on a stamp paper of Rs. 100/- in case the dividend amount in question is more than Rs. 1000/-. On receipt of duly executed indemnity bond, PNB Gilts Ltd. will arrange to issue him a Duplicate dividend warrant/Demand draft for the unpaid/unclaimed amount.

### **What is the procedure for obtaining a duplicate dividend warrant?**

If the validity period of the lost dividend warrant has not yet expired, one need not to wait till its expiry date. If the dividend warrant is still shown as unclaimed as per the Bank's records, PNB Gilts Ltd. will immediately issue stop payment instructions to its banks. Meanwhile, the shareholder may execute the necessary indemnity bond, upon receipt of which, a duplicate dividend warrant / Demand draft shall be issued to the shareholder.

### **Can one claim the old dividends relating to past years that have not been received by him?**

As per the present law, the company retains all unpaid/unclaimed dividends for the past seven years. If one has not received any of these dividends, he should write to the PNB Gilts Ltd. providing relevant particulars such as folio number/DP ID & Client ID, concerned dividend, year etc., and the company shall arrange to pay the dividend remaining unpaid in the records.

### **What happens to dividend, which remains unpaid/unclaimed for more than 7 years?**

In case of dividend amount remaining unpaid/unclaimed for a period more than 7 years than the said amount is necessarily transferred to the "Investor Education and Protection Fund" (IEPF), constituted by the Central Government and members would not be able to claim any amount of dividend so transferred to the IEPF.

### **How many transfers have been made by the company to IEPF ?**

The company has already transferred unpaid/unclaimed final dividend for the year 2000-01, interim & final dividend for the year 2001-02, interim & final dividend for the year 2002-03 and interim dividend for the year 2003-04 to IEPF.

The shareholders who have not received or claimed the below mentioned dividends till now are requested to make the claim at the earliest. Kindly note that no claim shall lie against the Company or the IEPF once the dividend amount is deposited in IEPF.

Financial Year	Type of Dividend	Dividend (%)	Last date for making claim	Due Date for making transfer to IEPF
2003-04	Final Dividend	13	30th Aug 2011	29th Sep 2011
2005-06	Interim Dividend	8	3rd Mar 2013	2nd Apr 2013

2007-08	Final Dividend	15	1st Nov 2015	1st Dec 2015
2008-09	Final Dividend	8	18th Sep 2016	18th Oct 2016
2009-10	Final Dividend	10	5th Sep 2017	5th Oct 2017

The company is giving an opportunity by sending individual intimation/advise letters (along with format of indemnity bond) to shareholders for claiming their outstanding dividend amount, which is due for transfer to IEPF.

The company requests all the shareholders, who have not yet claimed the said dividend(s), to lodge their claim with the Company by submitting an application and an indemnity bond on or before the last date of making claim. The shareholders can submit the application and duly filled in indemnity bond at the following address :

The Company Secretary  
 PNB Gilts Ltd.  
 5, Sansad Marg  
 New Delhi – 110001

Click here for format of [indemnity bond](#) for making claim

**In order to protect against fraudulent encashment, how can one incorporate the details of his bank account on his dividend warrant. What is the procedure that he should follow?**

If one is holding shares in physical form, he should duly fill the request updation form for bank mandate and sent the same to our R & ST Agent, M/s MCS Ltd. The Company will take on record such request complete in all respect and incorporate the same on future dividend warrants/ NECS transfers. However, if one is holding the shares in electronic mode then such details needs to be furnished to the respective Depository Participant with whom one holds the demat account and **not** to PNB Gilts Ltd or our R & ST Agent.

**Can one authorise his banker or any other person to receive dividends on his behalf?**

Yes. One can do so by furnishing the name and address of the authorised person/banker. Such request should contain all the relevant details such as folio number, number of shares, specimen signatures recorded with PNB Gilts Ltd. The Company will take on record such request complete in all respect and dispatch the dividend warrant to the mandatee as per the instructions.

Please note that this procedure is applicable only if you are holding shares in physical form.

**Why can't PNB Gilts Ltd take on record the bank details in case of dematted shares?**

As per the Depository Regulations, the company is obliged to pay dividend as per the details of demat shareholders furnished by the concerned Depository Participant. However, if in case one needs to record his mandate then such details needs to be furnished to the respective Depository Participant with whom one holds the demat account and **not** to PNB Gilts Ltd or its R & ST Agent, as we are not authorised to make or incorporate any change in records received from the Depository.

### **Can I receive my dividend directly in my account?**

Yes, you can. In case you are having an account with any CBS branch of a Bank, then you can receive the dividend directly in your Bank account by opting NATIONAL ELECTRONIC CLEARING SERVICES (NECS) facility.

### **What is NATIONAL ELECTRONIC CLEARING SERVICES (NECS) facility ?**

The Reserve bank of India earlier introduced Electronic Clearing System (ECS). Under this system, one received his dividend electronically by way of direct credit to his bank account if the location of bank branch falls with the geographical region of the center specified by RBI. The only problem with said facility was that RBI introduced ECS facility at select cities only, which could not be extended.

To overcome this, the Reserve Bank of India has now introduced more advanced facility, which is National Electronic Clearing Service i.e. NECS to bring in further efficiency and uniformity in electronic credit and has instructed the banks to move to the NECS platform. The advantages of NECS over ECS (Electronic Clearing Services) include faster credit of remittance to beneficiary's account, wider coverage with no limitations of location in India besides ease of operations for remitting agencies.

NECS, for the purpose of centralised processing of instructions and efficiency in handling bulk transactions, is operational only for banks / bank branches leveraging on Core Banking Solution (CBS), which provide ten or more digit bank account numbers to its customers.

With such service the problems such as loss/fraudulent interception of dividend warrants during postal transit is avoided. This also expedites payment through credit to the account of the investor as compared to the payment through physical dividend warrant as today most of banks having strong chain of CBS network all over India.

Shareholders who wish to avail the NECS facility should therefore send the new bank account numbers, allotted by banks post implementation of CBS, to our R & ST Agent, MCS Ltd. by filling up the NECS Mandate Form where shares are held in physical form or to their Depository Participant (DP) where shares are held in electronic form, in the event they have not done so earlier.

**In case you donot provide your new account number allotted after implementation of CBS, please note that the NECS in your old account may either be rejected or returned.**

**NECS Mandate Form** ([click here to download the form](#))

### **I am not having account in any CBS branch of the bank. How will I receive the dividend?**

In such case, the company shall arrange to forward dividend warrant carrying the bank account details of Non-CBS branch of your Bankers. For this, you are advised to update your bank details in our R & ST agents, MCS Ltd by availing the option of issuing a Bank Mandate to PNB Gilts Ltd. In case the company does not receives the duly filled in form or incase at the registration, the form is rejected on ground of mismatch of signatures with that on record, the company shall issue dividend warrant carrying the bank details already on its record.

To avoid such occurrence, we advise you to kindly download the following form, fill it up and mail it to our R & ST Agent, M/s. MCS Ltd. On receipt of your mandate, we shall take it on record, issue a letter confirming registration of your Bank

Mandate and shall arrange to forward your dividend warrant directly to your Bank for crediting the dividend amount into your Bank Account under advice to you.

[Bank Mandate form](#) (click here to download the form)

### **Change in Bank Mandate**

You may change your Bank Mandate as and when you desire, subject to receipt of intimation of instruction at least one month before remittance of dividend.

### **Bank details on Dividend Warrants**

If you have not opted for the ECS facility or in case the location of the Bank/Branch indicated by you is not among the centres covered by ECS facility and desire to incorporate your bank details on the dividend warrant, kindly furnish the particulars in the following form.

[Form for Bank details on dividend warrants](#) (click here to download the form)

You may use the same form for notifying any change in the particulars of your Bank Account. Kindly ensure that any such change should be notified at least one month before remittance of dividend through ECS. We wish to assure you that our dividend warrants incorporating your name and particulars of your Bank Account, will be mailed directly to your registered address.

Kindly be rest assured that the information provided by you will be kept confidential and will be used only for the purpose of remittance of your dividend.

In order to provide protection against fraudulent encashment of dividend warrants, Shareholders are requested to provide, if not provided earlier, their Bank Account numbers, names and addresses of the bank branches, quoting their Folio numbers, to our R & ST Agent, M/s. MCS Ltd. to enable us to incorporate the same on their dividend warrants.

### **Bank details for Electronic / Demat Shareholdings**

While opening Accounts with Depository Participants (DPs), you may have given your Bank Account details, which will be used by PNB Gilts Ltd for printing on dividend warrants or remittance of dividend. This ensures that the dividend warrants, even if lost or stolen, cannot be used for any purpose other than for depositing the money in the Account specified on the dividend warrants and ensures safety for investors. However, if you wish to receive dividend in an Account other than the one specified while opening the Depository Account, you may change / correct Bank Account details with your DP. Shareholders are requested to furnish complete details of their Bank Accounts including MICR codes of their Bank to their DPs.