

To
The Nodal Officer
[Company's Name]

Subject: Request to Initiate Second 100-Day Campaign – “Saksham Niveshak” – for KYC and Related Updations and Shareholder Engagement to Prevent Transfer of Unpaid/Unclaimed Dividends to IEPF – regarding

Dear Sir/Madam,

In continuation of the earlier campaign, the Authority proposes to relaunch the initiative with an expanded scope to further facilitate the direct payment of unclaimed/unpaid dividends to the rightful shareholders by the companies.

Aligned with the objectives of the Niveshak Shivir and IEPFA's broader mandate of investor education, awareness, and facilitation, it is proposed to launch the **Second 100-Day Campaign – “Saksham Niveshak”** – focusing on shareholders whose dividends remain unclaimed, with an emphasis on KYC updation and related compliance measures.

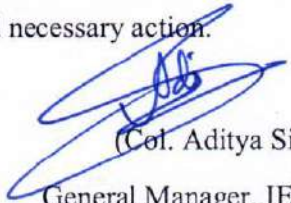
This campaign should focus on the following key actions:

1. **Proactive Engagement:** Reach out to shareholders to update their KYC, bank mandates, and contact information.
2. **Timely Dividend Processing:** Ensure swift processing of dividend claims and related requests.
3. **Prevent Unnecessary Transfers:** Avoid the transfer of shares to IEPFA by ensuring all eligible shareholders make necessary claims.
4. **Direct Claim Settlement:** Enable shareholders to receive their rightful claims directly from the Company.

In view of the above, you are requested to initiate the Second 100-Day Campaign during the period from **1st April, 2026 to 9th July, 2026**. You are also requested to submit **three periodic Progress Reports** and one final consolidated **Action Taken Report**, detailing the steps undertaken during the campaign period, as per the schedule below:

- **1st Progress-Report:** 30th April, 2026
- **2nd Progress Report:** 25th May, 2026
- **3rd Progress Report:** 20th June, 2026
- **Final Report (Campaign Summary & Outcomes):** 15th July, 2026

The reporting format is enclosed herewith for your reference and necessary action.


(Col. Aditya Sinha)

General Manager, IEPFA

100 Days Campaign Feedback Form for Record Updates

To monitor the progress of the record update campaign and ensure that shares and dividends do not get transferred to IEPF due to outdated or incorrect shareholder records.

Company Information

1. Company Name:

○ Name: _____

2. Campaign Contact Person:

○ Name: _____

○ Position: _____

○ Email: _____

○ Phone Number: _____

Record Update Status

3. (i) Total Number of Shareholders who have unpaid or unclaimed dividend and shares not transferred to IEPF:

○ Total: _____

(ii) Out of the total number mentioned in point 3(i) above, total Shareholders with Updated Records (Address, Phone, Email, PAN, Bank Details):

○ Updated: _____

(iii) Out of the total number mentioned in point 3(i) above, total Shareholders Who Have Provided PAN Details:

○ PAN Details Provided: _____

(iv) Out of the total number mentioned in point 3(i) above, total Shareholders Who Have Updated Dividend Bank Details:

○ Bank Details Updated: _____

(v) Out of the total number mentioned in point 3(i) above, total Shareholders Who Have Provided Nominee Details (if applicable):

○ Nominee Details Provided: _____

Campaign Monitoring and Communication

4. **How was the campaign communicated to shareholders? (Check all that apply):**

- Company Email
- SMS Alerts
- Website/Portal Notifications
- Social Media
- Other (Please specify): _____

5. **Was the communication strategy effective in reaching the intended shareholders?**

- Yes
- No
- If "No", please provide suggestions for improvement:

6. **Number of Feedbacks or Inquiries Received from Shareholders:**

- Total Feedbacks/Inquiries: _____

7. **Were there any challenges faced during the campaign?**

- Yes
- No
- If "Yes", please describe the challenges: _____

General Monitoring

8. **Is the campaign progress on track as per the initial plan?**

- Yes
- No
- If "No", what corrective actions are planned? _____

9. **Any other observations or suggestions for improving the campaign process?**

- Comments: _____

Internal Review and Sign-off

10. **Campaign Coordinator's Review and Comments:**

- Comments: _____

11. Campaign Completion Status (as of today):

- On track
 - Delayed
 - Completed
 - Estimated Completion Date: _____
-

Declaration

I hereby confirm that the information provided in this form is accurate and reflects the current status of our record update campaign.

- Name: _____
 - Position: _____
 - Signature: _____
 - Date: _____
-

This Action Taken form is structured for each company to monitor and update their internal progress on the 100 Days Campaign. It includes sections to track shareholder record updates, the communication process, and any challenges faced, along with feedback that can help improve the campaign's effectiveness.

