

Date: [DD/MM/YYYY]

To,
The Company Secretary / Registrar & Transfer Agent
HDFC Asset Management Company Limited
"HDFC House", 2nd Floor, H. T. Parekh Marg,
165-166, Backbay Reclamation,
Churchgate, Mumbai - 400 020.

Subject: Request for Claim of Unpaid/Unclaimed Dividend

Dear Sir/Madam,

I, [Your Full Name], am a shareholder of your company holding [number of shares] equity shares under Folio No. [Folio Number] / DP ID & Client ID [Demat details, if applicable].

I would like to inform you that I have unpaid/unclaimed dividend(s) declared by the company for the following financial year(s): -

Financial Year: [Year] –
Dividend Amount -
Warrant No./Reference No-

I request you to kindly arrange for the payment of the above-mentioned unpaid/unclaimed dividend at the earliest. Please find below my updated details for your reference: -

Name: [Your Name] –
Address: [Your Address] –
PAN: [Your PAN Number] –
Bank Name: [Bank Name] –
Account Number: [Account Number] –
IFSC Code: [IFSC Code]

Kindly enclose the following documents for Our verification:

1. Updated Client Master (applicable for shares in demat mode) and dispatch the documents

Kindly process my request and credit the dividend amount to my bank account or issue the payment at your earliest convenience.

Thank you for your assistance.

Yours faithfully,
[Your Signature]
[Your Name]
{Contact Number]
[Email ID]