

Policy Title	<i>“Policy on Claiming Unclaimed Distribution by Unitholders”</i>
Approving Authority	Board of Directors (“ Board ”) of PropShare Investment Managers Private Limited (“ Manager ”) in its capacity as the Manager of Property Share Investment Trust (“ SM REIT ”).
Applicability	This document applies to the Investment Manager and the Trust;
Responsibility	Compliance officer of the Investment Manager
Effective Date	This policy on claiming unclaimed distribution by the unitholders shall come into effect from the date of approval by the Board of Manager.
Objective and Purpose	<p>This Policy has been formulated to prescribe the framework for dealing with unclaimed amounts lying with Propshare Investment Manager Private Limited (“Manager”), in its capacity as the Investment Manager to Property Share Investment Trust (“Property Share Trust”), and the manner of claiming such amounts by the Unitholders.</p> <p>The Policy lays down the framework and process to be followed by the Claimant for claiming their unclaimed or unpaid distribution amount lying in Unpaid Distribution Account, in accordance with the Regulation of the Securities and Exchange Board of India (Real Estate Investment Trusts) Regulations, 2014, (the “SEBI REIT Regulations”) as amended or supplemented, from time to time, read with the Securities and Exchange Board of India (“SEBI”) circular no. SEBI/HO/DDHS-PoD-2/P/CIR/2024/43 on ‘Procedural framework for dealing with unclaimed amounts lying with Real Estate Investment Trusts (“REITs”) and manner of claiming such amounts by unitholders’ dated May 15, 2024 as amended or supplemented, from time to time, (hereinafter referred to as “SEBI Circular”).</p> <p>The details mentioned in this Policy shall apply to the transfer of unclaimed amounts initially to an Unpaid Distribution Account/ Escrow Account, and subsequently to the Investor Protection and Education Fund and claim thereof by the Investors.</p>
Key Terms and Definition	<ol style="list-style-type: none"> 1. “Applicable Law” means any statute, law, regulation, ordinance, rule, judgement, order, decree, byelaw, approval of any governmental agency, directive, guideline, policy, requirement or other government restriction or any similar form of decision of or determination by, or any interpretation having the force of law of any of the foregoing governmental agency having jurisdiction, applicable to any party, in force from time to time, including but not limited to the SEBI REIT Regulations; 2. “Board” shall mean the board of directors of the Manager of Property Share Investment Trust 3. “Claimant” shall mean including but not limited to, <ol style="list-style-type: none"> i. Unitholder; or ii. Legal Heir(s); or iii. Nominee(s); or iv. Surviving joint Unitholder(s) in case of demise of first joint Unitholder, where the unit(s) of Property Share Investment Trust is held in joint demat account; or v. Co-parceners of HUF in case of demise of Karta, where the unit(s) of Property Share Investment Trust is held in the name of Hindu Undivided Family (HUF), vi. who has filed a claim with Property Share Investment Trust in accordance with this Policy. 4. “Distribution” shall mean distribution made by Property Share Investment Trust to its Unitholders from time to time, in accordance with the SEBI REIT Regulations and distribution policy of the Property Share Investment Trust, as approved and adopted by the Manager from time to time. 5. “Distribution Account” means an account opened by the Property Share Investment Trust with a scheduled bank from time to time, for making distribution to the Unitholders, as approved by the Board of Directors of the Manager. 6. “IPEF” shall means Investor Protection and Education Fund, which is a fund created by SEBI under the Securities and Exchange Board of India Act, 1992 and

	<p>regulated under Securities and Exchange Board of India (Investor Protection and Education Fund) Regulations, 2009.</p> <p>7. “Legal Heir(s)” shall mean the legal heir(s) or successor(s) of a Unitholder who satisfies the provisions specified under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and circulars issued thereunder, for the transmission of Units and/ or the corresponding claim, as applicable.</p> <p>8. “Nodal Officer” shall mean the chief financial officer or company secretary and/or compliance officer or any director of Manager who is designated as nodal officer in accordance with the SEBI Circular.</p> <p>9. “Nominee” shall mean nominee of an individual Unitholder as specified in his/her respective demat account with depository participant, who satisfies the provisions specified under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and circulars issued thereunder, for the transmission of Units and/ or the corresponding claim, as applicable.</p> <p>10. “Unit” shall mean an undivided beneficial interest in Property Share Investment Trust, and such Units together represent the entire beneficial interest in Property Share Investment Trust.</p> <p>11. “Unitholder” shall mean any person who holds any Unit of Property Share Investment Trust.</p> <p>12. “Unclaimed or Unpaid Amount” means an amount which remains unclaimed by the Unitholders and liable to be transferred to Unpaid Distribution Account or IPEF, as the case may be, in accordance with SEBI REIT Regulations, SEBI Circular or any circular(s) or notification(s) issued by the SEBI, from time to time.</p> <p>13. “Unpaid Distribution Account” shall mean the Distribution Account, for each period respectively for which distribution is made, opened with a scheduled bank, which is re-designated to unpaid distribution account within 7 working days from the date of expiry of 5 working days from the record date.</p> <p>14. “Working Day” shall mean the working day of the Stock Exchange on which units of SM REIT are listed.</p>
<p>Transfer of unclaimed or unpaid amount to unpaid Distribution Account</p>	<p>A. In terms of Regulation 26ZK(1) of the SEBI REIT Regulations, the Manager shall, at least once in every quarter of the financial year, make distribution to the Unitholders of Property Share Investment Trust, subject to the approval of Board and payment of such distribution shall be completed within 7 working days from the date of declaration.</p> <p>B. Upon payment of distribution by the Manager acting on behalf of Property Share Investment Trust, any amount of which remains Unclaimed or Unpaid Amount by Unitholders for a period of 7 Working Days from the date of distribution, such amounts will be transferred by the Manager within 7 working days from the expiry of such period of 7 working days, to Unpaid Distribution Account.</p> <p>C. In the event, any amount transferred to the Unpaid Distribution Account remains unpaid or unclaimed for a period of 7 years from the due date of such transfer, such amount along with interest accrued, if any, shall be transferred by the Manager to the IPEF, within 30 days from the date of expiry of 7 years. Such transfer shall be made in the manner prescribed under SEBI circular no. SEBI/HO/GSD/TAD/P/CIR/2023/149 dated September 4, 2023, as amended or supplemented.</p>
<p>Process and Manner for claiming amounts</p>	<p>The Section may be viewed by following the path as set out below:</p>

	<ul style="list-style-type: none"> ➤ Utilizing the search feature under the Section given on the website of Property Share Trust (search criteria includes PAN / Date of Birth or DP ID / Client ID), the Unitholder shall check if any amount remains unclaimed/unpaid to them. ➤ Upon searching, should the Unitholder discover any unclaimed amounts corresponding to them, they are required to furnish to the Manager and RTA, the duly executed form and relevant details along with the supporting documents as mentioned in “Annexure A” of this Policy to the Nodal Officer at compliance.officer@propertyshare.in.
Timeline for submission of claim by the Investors	<p>Unitholders can submit claims for amounts that they were unable to receive or that remain unclaimed, covering any period starting from 01st January, 2025 onwards.</p>
Processing of claims and rectification procedure	<ul style="list-style-type: none"> ➤ The Registrar and Transfer Agent of Property Share Trust (“RTA”), shall on behalf of the Manager, facilitate the processing of claims received from the Investors. ➤ Upon receipt of a claim application, the RTA/Manager shall verify the documentation and satisfy itself of the correctness of information submitted. ➤ If the RTA/Manager, upon examination, finds it necessary to call for further information or finds such application or document(s) to be defective or incomplete in any respect, the RTA/Manager will intimate the Investor, of such need for information or defects or incompleteness, by e-mail or other written communication within thirty days of receipt of a claim. ➤ The RTA/Manager will direct the Investor to furnish such additional information or to rectify such defects or incompleteness and re-submit such application or document(s) within thirty days from the date of receipt of such communication, failing which the claim may be rejected. ➤ <u>On the occurrence of the following circumstances, the Manager/RTA will reject the claim:</u> <ul style="list-style-type: none"> A. In case the claim has been previously processed or settled; and B. For claims deemed frivolous. <p>If the documents/clarification sought on the claim submitted by the Claimant, is not received within the timelines as specified above in the policy or the same are incorrect/incomplete/inadequate or cannot be verified or not in accordance with the requirements specified in this Policy, then the Nodal Officer, may reject the claim by citing the reasons for rejection, in writing (through email or physical letter) to the Claimant.</p> <p>However, rejection of the claim does not prevent an Unitholder from filing a fresh claim.</p>
Timeline for processing claims	<ul style="list-style-type: none"> ➤ <u>Timeline for processing of claims associated with funds held in the Unpaid Distribution Account/ Escrow Account</u> The Manager shall, within thirty days of receipt of a claim application or complete information from the unitholder, remit the payment to the Investor using electronic modes or such other mode as may be prescribed, for funds transfer. ➤ <u>Timeline for processing for claims associated with funds held with the IPEF:</u> <ul style="list-style-type: none"> a) The Manager shall, within thirty days of receipt of a claim application or complete information from the unitholder, Manager will make an application to IPEF, on behalf of the Investor, in the format as prescribed in the respective Circulars; and b) The Manager shall, within fifteen working days of receipt of the amount from IPEF, remit the payment to the Investor using electronic modes or such other mode, for funds transfer.

Consequences in case of default	<p>A. In case any default is made in transferring the Unclaimed or Unpaid Amount to the Unpaid Distribution Account, Property Share Investment Trust shall pay interest on the amount that has not been transferred to the said account, for the period of default i.e. from the date of default till the date of transfer to the Unpaid Distribution Account, at the rate of interest as may be specified by SEBI from time to time. The said interest amount shall accrue to the Unitholder in proportion to the amount remaining unclaimed. The Manager shall not recover such interest in the form of fees or any other form payable to the Manager by Property Share Investment Trust.</p> <p>B. In case any default is made in transferring the amount to the IPEF by the Manager, the Manager shall be liable to a penalty of one lakh rupees and in case of continuing failure, a further penalty of five hundred rupees for each day that the failure continues, subject to a maximum of ten lakh rupees or any other penalty as may be specified by SEBI from time to time in this regard. The Manager shall not recover such a penalty in the form of fees or any other form payable to the Manager by the Property Share Investment Trust.</p>
Contact information for queries and grievances regarding claims	<p>Unitholders may contact the Nodal Officer of Property Share Investment Trust at Compliance.officer@propertyshare.in and raise their queries or grievances, if any, relating to their claim.</p> <p>In the event, there is any change in the Nodal Officer appointed by the Manager, the Manager on behalf of Property Share Investment Trust shall designate another person as a Nodal Officer within 15 days or such timelines as may be specified by SEBI from time to time, of such change.</p>
Process of claim by the Legal Heir/ Successor/Nominee	<p>The provisions in respect of the Unitholders shall apply, mutatis mutandis, to the legal heir/ successor/ nominee of such Unitholder. The legal heir/ successor/ nominee shall satisfy the provisions specified under the REIT Regulations and circulars issued thereunder, for the transmission of units of Property Share Investment Trust and/or the corresponding claim thereon, as applicable.</p>
Amendments and review	<p>The Policy will stand amended to the extent of any change in applicable law, including but not limited to any amendment to the REIT Regulations, without any action from the Manager or approval of the Unitholders.</p> <p>The Policy shall be reviewed periodically by the Board of Directors of the Manager to assess its effectiveness.</p>

Annexure A Application cum Undertaking

To,
KFin Technologies Limited,
Unit: Propshare Platina,
16th Floor, SKAV Seethalakshmi, 21/22
Kasturba Road, Bangalore,
Karnataka- 560001

Cc: PropShare Investment Manager Private Limited
Manager to Property Share Investment Trust
10th Floor, SKAV Seethalakshmi, 21/22
Kasturba Road, Bangalore,
Karnataka- 560001

Subject: Regarding Unclaimed Amounts

Dear Sir/Madam,

Please see below the details regarding Unclaimed Amounts due to me:

Name	
Permanent Account Number (PAN) (mandatory in case of Indian national)	
Passport Number (mandatory in case of foreign national)	
Address	
Mobile Number (with code)	
Email Id	
DPID / Client ID	
Details regarding Unclaimed Amounts	<ol style="list-style-type: none">1. Category- Interest/ Distribution/ Redemption/ Any other:2. Date when the amount became due:3. Amount due (in INR) (including interest, if any):4. Quarter and/or Financial Year to which the Unclaimed Amounts pertain to:

Bank details for initiating direct credit of Unclaimed Amounts	<ol style="list-style-type: none"> 1. Name of the Bank: 2. Branch Address: 3. Branch Code: 4. Account type: 5. Account number: 6. IFSC Code:
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Please attach the following documents with this application:

1. Declaration that the above claim has not been made earlier or received refund.
2. Original demand draft to the address communicated by the RTA, if any.
3. Copy of self-attested proof of identity-
 - i. PAN Card of the claimant and if there are joint holders, of all joint holders.
 - ii. Passport, OCI, PIO, duly apostatized as per the laws of their country, in case of foreigners and NRI.
4. Copy of self-attested proof of address (not older than two months)-
 - i. Aadhar Card, any other valid proof issued by the government clearly mentioning the address of the claimant, or any latest utility bill, not older than two months, of the claimant and if there are joint holders, of all joint holders.
 - ii. Passport, OCI Card, PIO Card, any other valid proof issued by the government clearly mentioning the address of the claimant, or any latest utility bill, not older than two months, all duly apostatized as per the laws of their country, in case of foreigners and NRI.
5. Proof of entitlement of securities of Nexus Select Trust.
6. Cancelled cheque for the bank account where payment is to be made (payment will be credited to the bank account registered with demat account).
7. Copy of updated client master list of demat account of the claimant.
8. An indemnity Bond by the claimant, executed on a non-judicial stamp paper of appropriate value of provided under the Stamp Act of respective state. For claim of an amount upto INR 600/-, indemnity bond can be provided on a plain paper.

In addition to the above, the following needs to be provided, if applicable:

In case of Registered Nominee - The claimant is required to register transmission with the Manager by providing the following documents as per SEBI Guidelines:

- i. Duly signed transmission request form by the Nominee, along with KYC documents

- ii. Original death certificate of the investor or copy of death certificate attested by the nominee subject to verification with the original or copy of death certificate duly attested by a notary public or by a gazetted officer.

In case of legal heir/ successor, where no nomination has been made:

- i. Duly signed transmission request form ISR-5 by the legal heir/ claimant, along with his KYC documents;
- ii. Original death certificate of the investor or copy of death certificate attested by the legal heir/ claimant subject to verification with the original or copy of death certificate duly attested by a notary public or by a gazetted officer;
- iii. a notarized affidavit from all legal heir(s)/claimant(s) made on non-judicial stamp paper of appropriate value, to the effect of identification and claim of legal ownership to the securities;
- iv. Indemnity Bond by the claimant;
- v. Succession Certificate/ Legal Heir Certificate/ Will/ Probate of Will or letter of administration etc., attested by the claimant, subject to verification with the original or duly attested by a notary public or by a gazetted officer; and
- vi. Where no document as listed in point v is executed, a no objection certificate from other legal heirs and relinquishment deed in favour of claimant, etc.

I solemnly declare that whatever is stated herein above is true and correct. Name:

Signature:

Date:

Place: