

## Policy for processing and claiming of unclaimed amounts (“Policy”)

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### A. Applicability

This policy is applicable to Nxt-Infra Trust and Walter Infra Manager Private Limited, in its capacity as its Investment Manager.

### B. Introduction & Purpose

This Policy has been formulated to prescribe the framework for dealing with unclaimed distribution amounts lying with Walter Infra Manager Private Limited (“**Investment Manager**”), in its capacity as the Investment Manager to Nxt-Infra Trust (“**Trust**”), and the manner of claiming such amounts by the Unitholders of the Trust, in accordance with the provisions of the master circular SEBI/HO/DDHS-PoD-2/P/CIR/2024/44 dated May 15, 2024 (“**Circular**”), issued by the Securities and Exchange Board of India (“**SEBI**”) read with the SEBI (Infrastructure Investment Trusts) Regulations, 2014 (“**InvIT Regulations**”), as amended from time to time.

Regulation 18(6)(e) of the InvIT Regulations provides that, ‘any amount remaining unclaimed or unpaid out of the distributions declared by a REIT in terms of sub-clause (c), shall be transferred to the ‘Investor Protection and Education Fund’ constituted by the Board in terms of section 11 of the Act, in such manner as may be specified by the Board’.

Further, Regulation 18(6)(f) of the InvIT Regulations provides that, ‘the unclaimed or unpaid amount of a person that has been transferred to the Investor Protection and Education Fund in terms of sub-clause (e), may be claimed in such manner as may be specified by the Board.

Subsequently, SEBI through the Circular has prescribed the procedural framework for dealing with unclaimed distribution amounts lying with Infrastructure Investment Trusts (“**InvITs**”), and the manner of claiming such amounts by the unitholders.

The details mentioned in this Policy shall apply to the transfer of unclaimed distribution amounts initially to an Unpaid Distribution Account, and subsequently to the Investor Protection and Education Fund and claim thereof by the unitholders.

### C. Transfer of unclaimed amounts

#### 1. Transfer of amounts to the Unpaid Distribution Account:

- i. Where the Investment Manager has made a distribution, but the payment to any Unitholder(s) has remained unpaid or unclaimed, for up to fifteen days from the date of declaration, the Investment Manager shall, within seven working days from the date of expiry of such period of fifteen days, transfer such unclaimed amounts to an escrow account to be opened by it on behalf of the Trust in any scheduled bank and to be termed as ‘Unpaid Distribution Account’; and



- ii. Within thirty days of transferring unclaimed amounts to the Unpaid Distribution Account, the Investment Manager shall update the “Unclaimed Amounts” section on the website of the Trust (“Section”), with the necessary details prescribed as per the Circular.

**2. Transfer of amounts to the Escrow Account in case of interest/redemption payment related to non-convertible securities:**

- i. Where any interest/ redemption amount in case of non-convertible securities has remained unpaid or unclaimed, within thirty days from the due date of interest/ redemption payment, the Investment Manager shall, within seven days from the date of expiry of the said period of thirty days, transfer such unclaimed amounts to an escrow account to be opened by it on behalf of Nexus Trust in any scheduled bank; and
- ii. Within thirty days of transferring unclaimed amounts to the Escrow Account, the Manager shall update the Section, with the necessary details prescribed as per the Debt Circular.

**3. Transfer of amounts to the Investor Protection and Education Fund (“IPEF”):**

- i. Any amount transferred to the Unpaid Distribution Account of the Trust as aforesaid, and which remains unpaid or unclaimed for a period of seven years from the due date of such transfer, shall be transferred by the Investment Manager, along with interest accrued, if any, thereon, to the IPEF within a period of thirty days from the date of expiry of seven years; and
- ii. Within thirty days of transferring amounts to the IPEF, the Investment Manager shall update the Section, with the necessary details prescribed as per the Circular, accessible at [www.nxt-infra.com](http://www.nxt-infra.com)

**D. Process and Manner for claiming amounts**

- i. Utilizing the search feature under the Section given on the website of the Trust (search criteria includes PAN / Date of Birth or DP ID / Client ID), the unitholders shall check if any amount remains unclaimed/unpaid to them.
- ii. Upon searching, should the unitholders discover any unclaimed amounts corresponding to them, they are required to furnish to the Investment Manager and RTA, the duly executed form and relevant details along with the supporting documents as mentioned in **Annexure A** of this Policy to Nodal Officer at [im@nxt-infra.com](mailto:im@nxt-infra.com)

**E. Timeline for submission of claim by the Unitholder**

Unitholders can submit claims for amounts that they were unable to receive or that remain unclaimed.



#### **F. Processing of claims and rectification procedure**

- i. The Registrar and Transfer Agent (“RTA”), shall on behalf of the Investment Manager, facilitate the processing of claims received from the Unitholders.
- ii. Upon receipt of a claim application, the RTA/ Investment Manager shall verify the documentation and satisfy itself of the correctness of information submitted.
- iii. If the RTA/ Investment 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/ Investment Manager will intimate the Unitholder, of such need for information or defects or incompleteness, by e-mail or other written communication within thirty days of receipt of a claim.
- iv. The RTA/ Investment Manager will direct the Unitholder 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.
- v. **On the occurrence of the following circumstances, the Investment Manager/RTA will reject the claim:**
  - A. In case the claim has been previously processed or settled; and
  - B. For claims deemed frivolous.

However, rejection of the claim does not prevent an unitholder from filing a fresh claim.

#### **G. Timeline for processing claims**

- i. **Timeline for processing claims associated with funds held in the Unpaid Distribution Account:**

The Investment Manager shall, within thirty days of receipt of a claim application or complete information as called upon by the Investment Manager/RTA, remit the payment to the Unitholder using electronic modes for funds transfer.
- ii. **Timeline for processing for claims associated with funds held with the IPEF:**
  - A. The Investment Manager shall, within thirty days of receipt of a claim application or complete information as called upon by the Investment Manager/RTA, make an application to IPEF, on behalf of the Unitholder, in the format as prescribed in the respective Circular; and

The Investment Manager shall, within fifteen working days of receipt of the amount from IPEF, remit the payment to the Unitholder using electronic modes for funds transfer.

#### **H. Contact information for queries and grievances regarding claims**

Unitholders may contact the Nodal Officer of the Trust at [im@nxt-infra.com](mailto:im@nxt-infra.com) and raise their queries or grievances, if any, relating to their claim.



**I. Process of claim by the Legal Heir/ Successor/Nominee**

The provisions in respect of the Unitholder shall apply, mutatis mutandis, to the legal heir/ successor/ nominee of such Unitholder. The legal heir/ successor/ nominee shall satisfy the provisions specified under this Policy and Circular, for the transmission of units of the Trust and/or the corresponding claim thereon, as applicable.

**J. Processing of claims in special circumstances**

In case the Trust is part of a scheme of arrangement, amalgamation, merger, etc., the resultant entity shall become liable to discharge the obligations of the Trust, in respect of unclaimed amounts.

**K. Amendments and review**

This Policy will stand amended to the extent of any change in applicable law. The Policy shall be annually reviewed by the Board of Directors of the Investment Manager to assess its effectiveness.



**Application cum Undertaking for making claim for the Unclaimed/ Unpaid Amount**

Category of the Applicant	
Name of the Applicant	
Father's name of the Applicant	
Address of the Applicant	
Mobile Number of the Applicant	
Email Id of the Applicant	
Permanent Account Number (PAN) (mandatory in case of Indian national)	
Aadhaar Number or passport / OCI / PIO Card no. (in case of NRI / Foreigners):	
DPID / Client ID of the Applicant	
Details regarding Unclaimed Amounts	<ol style="list-style-type: none"> <li>1. Amount due:</li> <li>2. Quarter and/or Financial Year to which the Unclaimed Amounts pertain to:</li> <li>3. Reason for non-receipt:</li> </ol>
Bank details for initiating direct credit of Unclaimed Amounts	<ol style="list-style-type: none"> <li>1. Name of the Bank:</li> <li>2. Branch Address:</li> <li>3. Branch Code:</li> <li>4. Account type:</li> <li>5. Account number:</li> <li>6. IFSC Code:</li> </ol>
Any other relevant information:	

Please attach the following documents with this application:

1. Declaration that above claim has not been made earlier or received refund.
2. Copy of updated client master list, Payment will be credited to the bank account registered with your demat account.
3. Declaration that above claim has not been made earlier or received refund.
4. Original demand draft, in case the original payment was paid by the InvIT through DD.



5. Copy of self-attested proof of identity:
  - a) Aadhaar Card and PAN Card of the claimant and if there are joint holders, of all joint holders.
  - b) Passport, OCI, PIO, duly apostatized as per the laws of their country, in case of foreigners and NRI.
5. Copy of self-attested proof of address (not older than two months):
  - a) 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.
  - b) 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.
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 as provided under the Stamp Act of respective state. For claim of an amount up to INR 10,000/, indemnity bond can be provided on a plain paper.

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

