

Reference	Finance
Policy Title	Policy for Processing and claiming of unclaimed amount (“Policy”)
Entity	Nexus Select Mall Management Private Limited (formerly known as Nexus India Retail Management Services Private Limited) (“ Manager ”) in its capacity as manager of Nexus Select Trust
Effective Date	March 1, 2024.

Version	Version Effective Date	Change type	Authority
Version 1	February 6, 2024	Creation	Board of Directors of the Manager

Applicability	This policy is applicable to Nexus Select Trust and Nexus Select Mall Management Private Limited (in its capacity as its Manager).
Responsibility and Approving Authority	Chief Financial Officer of the Manager
Introduction & Purpose	<p>This Policy has been formulated to prescribe the framework for dealing with unclaimed amounts lying with Nexus Select Mall Management Private Limited (“Manager”), in its capacity as the Manager to Nexus Select Trust (“Nexus Trust”), and the manner of claiming such amounts by the Unitholders and holders of non-convertible securities of Nexus Trust (collectively referred to as “Investor or Investors” in accordance with the provisions of the circular SEBI/HO/DDHS/DDHS-RAC-1/P/CIR/2023/176 dated November 08, 2023 (“REIT Circular”) and SEBI/HO/DDHS/DDHS-RAC-1/P/CIR/2023/177 dated November 08, 2023 (“Debt Circular”), collectively referred to as “Circulars”, issued by the Securities and Exchange Board of India (“SEBI”) read with the SEBI (Real Estate Investment Trusts) Regulations, 2014 (“REIT Regulations”), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“LODR Regulations”), as amended from time to time.</p> <p>Regulation 18(6)(f) of the REIT 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’.</p> <p>Further, Regulation 18(6)(g) of the REIT 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 (f), may be claimed in such manner as may be specified by the Board.</p> <p>Regulation 61A(2) of the LODR Regulations provides that, ‘where the interest/ dividend/ redemption amount has not been claimed within thirty days from the due date of interest/ dividend/ redemption payment, a listed entity shall within seven days from the date of expiry of the said period of thirty days, transfer the amount to an Escrow Account’.</p> <p>Subsequently, SEBI through the Circulars has prescribed the procedural framework for dealing with unclaimed amounts lying with Real Estate Investment Trusts (“REITs”), and the manner of claiming such amounts by the Investors.</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>

**Transfer
unclaimed
amounts**

of

A. Transfer of amounts to the Unpaid Distribution Account:

- Where the 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 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 Nexus Trust in any scheduled bank and to be termed as ‘Unpaid Distribution Account’; and
- Within thirty days of transferring unclaimed amounts to the Unpaid Distribution Account, the Manager shall update the “Unclaimed Amounts” section on the website of Nexus Trust (“Section”), with the necessary details prescribed as per the REIT Circular.

B. Transfer of amounts to the Escrow Account:

- 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 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
- 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.

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

- Any amount transferred to the Unpaid Distribution Account or Escrow Account of Nexus 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 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
- Within thirty days of transferring amounts to the IPEF, the Manager shall update the Section on the website, with the necessary details prescribed as per the Circulars.
- by writing to the Nodal Officer i.e. the Company Secretary and Compliance Officer of the Manager and who shall be the “Contact Person” for facilitating the investors to claim their unclaimed amount.
- In case of a default made in transferring the amount to the Unpaid Distribution Account or Escrow Account within the prescribed time, it shall pay interest on such amount from the date of default till the date of transfer at the rate of **twelve percent per annum**.
- Upon receipt of the claim application, if the Manager deems it necessary to call for any additional information, it shall intimate the Unitholder with regards to the defect or incompleteness. The Manager shall direct the Unitholder to rectify the defect or incompleteness and resubmit such application within 30 days from the date of receipt of such communication.
- The Manager shall, within 30 days of the date of receipt of such claim or additional information sought, remit such amount to the Unitholder as per the prescribed mode of transfer.
- The Manager shall permanently preserve the records.

Process and Manner for claiming amounts	<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 Nexus Trust (search criteria includes PAN / Date of Birth or DP ID / Client ID), the Investors shall check if any amount remains unclaimed/unpaid to them. ➤ Upon searching, should the Investors 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@nexuselecttrust.com.
Timeline for submission of claim by the Investors	<ul style="list-style-type: none"> ➤ Unitholders can submit claims for amounts that they were unable to receive or that remain unclaimed, covering any period starting from May 19, 2023 onwards. ➤ Holders of non-convertible securities can submit claims for amounts that they were unable to receive or that remain unclaimed, covering any period starting from June 19, 2023.
Processing of claims and rectification procedure	<ul style="list-style-type: none"> ➤ The Registrar and Transfer Agent of Nexus 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>However, rejection of the claim does not prevent an Investor from filing a fresh claim.</p>

Timeline for processing claims	<p>➤ <u>Timeline for processing of claims associated with funds held in the Unpaid Distribution Account/ Escrow Account:</u></p> <p>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.</p> <p>➤ <u>Timeline for processing for claims associated with funds held with the IPEF:</u></p> <p>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</p> <p>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.</p>
Contact information for queries and grievances regarding claims	<p>Investors may contact the Nodal Officer of Nexus Trust at Compliance@nexusselecttrust.com and raise their queries or grievances, if any, relating to their claim.</p>
Process of claim by the Legal Heir/ Successor/Nominee	<p>The provisions in respect of the Investor shall apply, mutatis mutandis, to the legal heir/ successor/ nominee of such Investor. The legal heir/ successor/ nominee shall satisfy the provisions specified under the LODR Regulations and circulars issued thereunder, for the transmission of units/ non-convertible securities of Nexus Trust and/or the corresponding claim thereon, as applicable.</p>
Processing of claims in special circumstances	<p>In case Nexus Trust is part of a scheme of arrangement, amalgamation, merger, etc., the resultant entity shall become liable to discharge the obligations of Nexus Trust, in respect of unclaimed amounts.</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>

Application cum Undertaking

To,
KFin Technologies Limited,
Unit: Nexus Select Trust,
Selenium Building, Tower-B,
Plot No. 31 & 32, Financial District,
Nanakramguda, Hyderabad, Telangana 500032

Cc: Nexus Select Mall Management Private Limited Manager to
Nexus Select Trust
Embassy 247, Unit No 501,
B Wing, LBS Marg Vikhroli West, Mumbai -
400083, Maharashtra

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:
--	--

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: