

**POLICY FOR CLAIMING UNCLAIMED OR UNPAID  
DISTRIBUTION AMOUNT**

<b>Effective Date</b>	The policy shall come into effect from March 1, 2024.
<b>Approval Date</b>	February 12, 2024
<b>Approved By</b>	Board of Directors of Brookprop Management Services Private Limited (“ <b>Manager</b> ”) in its capacity as the manager of the Brookfield India Real Estate Trust (the “ <b>Brookfield India REIT</b> ”)
<b>Total pages</b>	23

## 1. Overview

Regulations 18(16)(e) and 18(16)(f) of the Securities and Exchange Board of India (Real Estate Investment Trust) Regulations, 2014, as amended from time to time, along with the circulars, notifications or guidelines issued thereunder (“**SEBI REIT Regulations**”) as amended or supplemented, from time to time, specifically read with circular no. SEBI/HO/DDHS/DDHS-RAC-1/P/CIR/2023/177 dated November 8, 2023, issued by the Securities and Exchange Board of India (“**SEBI**” and such circular the “**SEBI Circular**”), requires all the Real Estate Investment Trusts registered under the SEBI REIT Regulations, to frame a policy specifying the process to be followed by unitholders for claiming their unclaimed distribution amounts (“**Policy**”).

Accordingly, this Policy aims to ensure timely and adequate processing of all claims made by the Claimants to the Brookfield India REIT with respect to their Unclaimed or Unpaid Amount lying under the Unpaid Distribution Account or transferred to IPEF, in such a manner as defined herein below.

## 2. Applicability

This Policy is applicable to the Brookfield India REIT and shall be implemented by the Manager.

## 3. Definitions

“**Applicable Law**” means any statute, law, regulation, ordinance, rule, judgement, order, decree, bye-law, 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 REIT Regulations.

“**Board**” shall mean the board of directors of the Manager.

“**Brookfield India REIT**” / “**REIT**” shall mean the Brookfield India Real Estate Trust.

“**Claimant**” shall include:

- (i) sole Unitholder; or
- (ii) legal heir(s) or successor(s) or nominee(s), in case of demise of sole Unitholder; or
- (iii) surviving joint Unitholders in case of demise of first joint Unitholder, where the Unit(s) of Brookfield India REIT is held in joint demat account; or
- (iv) co-parceners of HUF in case of demise of Karta, where the Unit(s) of the Brookfield India REIT is held in the name of Hindu Undivided Family (**HUF**),

who has filed a claim with Brookfield India REIT, in accordance with the SEBI Circular and this Policy.

“**Distribution**” shall mean the distribution made by the Brookfield India REIT from time to time, in compliance with Regulation 18(16) of SEBI REIT Regulations and Distribution Policy of the Brookfield India REIT.

“**Distribution Account**” means an account opened by the Brookfield India REIT with a scheduled bank, on a quarterly basis, for making distribution to the Unitholders.

“**IPEF**” shall mean Investor Protection and Education Fund.

“**Manager**” shall mean Brookprop Management Services Private Limited.

“**Nodal Officer**” shall mean the Compliance Officer of the Brookfield India REIT appointed under the SEBI REIT Regulations, or such other person designated as such by the Manager, from time to time.

“**SEBI**” shall mean Securities and Exchange Board of India.

“**Unit**” shall mean an undivided beneficial interest in the Brookfield India REIT, and such Units together represent the entire beneficial interest in the Brookfield India REIT.

“**Unitholders**” shall mean any person who holds any Unit of the Brookfield India REIT.

“**Unclaimed or Unpaid Amount**” shall mean an amount which remains unpaid or unclaimed to the Unitholders and is liable to be transferred to Unpaid Distribution Account of the Brookfield India REIT or IPEF, as the case may be, in such a manner and time, as specified under SEBI REIT Regulations, the SEBI Circular or any other circular(s) or notification(s) issued by the SEBI, from time to time.

“**Unpaid Distribution Account**” shall mean the respective quarterly Distribution Account, which is redesignated as the unpaid distribution account within 7 working days from the expiry of period of 15 days from the declaration of distribution by the Brookfield India REIT.

#### **4. A. Transfer of Unclaimed or Unpaid Amount to Unpaid Distribution Account**

- (i) In terms of Regulation 18(16) of the SEBI REIT Regulations and Distribution Policy of Brookfield India REIT, the Manager shall, at least once in every quarter of the financial year, make distribution to the Unitholders of Brookfield India REIT, subject to the approval of Board and payment of such distribution shall be completed within 15 days from the date of declaration.
- (ii) Upon payment of distribution by the Manager acting on behalf of Brookfield India REIT, in the event the Unclaimed or Unpaid Amount remains unpaid or unclaimed by Unitholders for a period of 15 days from the date of declaration, such amounts will be transferred by the Manager within 7 working days from the expiry of such period of 15 days, to Unpaid Distribution Account.

#### **4. B. Transfer of Unclaimed or Unpaid Amount to IPEF**

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.

## 5. Designation of Nodal Officer

- (i) The Manager shall designate the Nodal Officer, to act as the point of contact for the Unitholders entitled to claim their Unclaimed Amounts, SEBI, stock exchanges and depositories. The details of the Nodal Officer including their name, designation and contact details shall be displayed on the website of the Brookfield India REIT.
- (ii) The Nodal Officer of the Brookfield India REIT is authorised to amend/change/alter/substitute the clauses and formats in this Policy, to the extent of any changes made under Applicable Law or as he/she may deem fit for procedural requirements or for factual changes, without any further action or approval from the Board.
- (iii) In case there is a change in the Nodal Officer due to any reason, the Board shall designate another person as a Nodal Officer as per Applicable Law. .

## 6. Formats in which claim to be submitted by the Unitholder or Claimant

<b>S. No</b>	<b>Particulars</b>	<b>Formats</b>
<b>A</b>	<b>For Sole Unitholder.</b>	
	Format of claim for Sole Unitholder for claiming unclaimed or unpaid lying in the Unpaid Distribution Account of Brookfield India REIT or transferred to IEPF by the Brookfield India REIT	<b>Annexure-I</b>
<b>B</b>	<b>For Nominee(s) of the deceased Sole Unitholder.</b>	
	Request letter for Nominee(s) as mentioned in the demat account held with the Depository Participants by the deceased unitholder, for claiming unclaimed or unpaid lying in the Unpaid Distribution Account of Brookfield India REIT or transferred to IEPF by the Brookfield India REIT.	<b>Annexure-II</b>
<b>C</b>	<b>For Legal Heir(s)/Successor(s)/Administrator(s) of the deceased Sole Unitholder and where no nomination has been made by deceased Unitholder .</b>	
	Request letter from legal heir(s)/successor(s)/administrator(s) of the deceased Unitholder, for claiming unclaimed or unpaid lying under the Unpaid Distribution Account of Brookfield India REIT or transferred into IEPF by the Brookfield India REIT, where no nomination has been made by deceased Unitholder in the records of Depository Participants.	<b>Annexure-II</b>
	Format of Affidavit from Legal heir/Successor	<b>Annexure-IIA</b>
	Format of Indemnity Bond from Legal heir/Successor	<b>Annexure-IIB</b>
	Format of No Objection Certificate from Legal heir/Successor	<b>Annexure-IIC</b>
<b>D</b>	<b>For Surviving Joint Unitholders, in case of Joint Demat Account.</b>	
	Request letter by surviving unitholder in case of demise of Unitholder, with whom units of Brookfield India REIT were held jointly.	<b>Annexure-III</b>

## 7. Procedure and Documentation for making a claim by Claimant.

Any Claimant claiming their Unclaimed or Unpaid Amount which (a) is lying in the Unpaid Distribution Account; or (b) has been transferred to the IPEF by the Manager, shall submit details

for such claim along with the specified documents in the following manner, and as set out in paragraph 8 below:

**I. Procedure and Documentation for making a claim by the sole Unitholder:**

- (a) Claimant may submit the following documents, duly certified by him/her, for claiming the unclaimed or unpaid amount lying under the Unpaid Distribution Account or an amount which has been transferred to IPEF, to the Nodal Officer of the Brookfield India REIT:
- (i) Format of letter for submitting the claim as stipulated under *Annexure-I*.
  - (ii) Details of the distributions unclaimed for the relevant quarter (for e.g. if distribution is not received from June 2021, then it should be mentioned as Q1-2021) in the request letter.
  - (iii) Self-attested Latest Client Master Ledger (CML) stating the current bank account details from Depository Participants.
  - (iv) Copy of cancelled cheque of bank account where payment to be remitted, as mentioned in CML.
  - (v) Original Dividend Warrant/Demand Draft (*if available with the Unitholder*)
  - (vi) Self-attested copy of PAN Card of the Unitholder.
  - (vii) Self-attested copy of Address Proof (for eg. Driving License, Adhaar card, passport) of Unitholder. In case of foreigners and NRI, copy of Passport, OCI and PIO card to be provided.
  - (viii) Any other document as may be required by the Nodal Officer under Applicable Law.
- (b) Upon the receipt of the Documents, the Nodal Officer or concerned department will verify the particulars of the claim submitted by the Claimant and shall process the Claim in accordance with the internal policy adopted by the Brookfield India REIT for remitting payment of Unclaimed or Unpaid Amount through electronic mode into the bank account of the Claimant within the timelines as mentioned in this Policy or under Applicable Law. The Nodal Officer at their discretion, may call for further information/clarification with respect to the claim submitted by the Unitholder.
- (c) After verifying and processing the request by the Nodal Officer or concerned department, a confirmation will be sent to the effect that the claim submitted by the Claimant is processed and a refund of unclaimed or unpaid amount has been initiated.

**II. Procedure and Documentation for making a claim by the Legal Heir(s)/ Successor(s)/ Administrator(s)/Nominee(s), etc. of the deceased sole Unitholder:**

1. In case of death of the Unitholder, the Legal heir(s)/Successor(s)/Administrator(s)/Nominee(s), etc. of deceased Unitholder shall submit the following documents to the Nodal Officer of the REIT as follows:

**A. IN THE EVENT NOMINATION IS PROVIDED IN THE DEMAT ACCOUNT HELD WITH DEPOSITORY PARTICIPANTS.**

Request letter (in the format prescribed under *Annexure-II*), for claiming the Unclaimed or Unpaid amount, along with following details of deceased Unitholder by Nominee.

- (i) copy of the PAN of deceased Unitholder;
- (ii) Address proof of deceased Unitholder;
- (iii) DP and Client ID of deceased Unitholder.
- (iv) 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.
- (v) Self-attested copy of:
  - Permanent Account Number of the Nominee(s) issued by the Income Tax Department; and
  - Bank Account details of Nominee where the amount of unclaimed is to be transferred along with the cancelled cheque;
  - Copy of Identity proof i.e. Copy of Adhaar card, Passport, Driving license etc.
  - In case of foreigners and NRI, copy of Passport, OCI and PIO card to be provided.

**B. IN THE EVENT NO NOMINATION IS PROVIDED IN THE DEMAT ACCOUNT HELD WITH DEPOSITORY PARTICIPANTS.**

Request letter (in the format prescribed under *Annexure-II*), for claiming the amount along with following details of deceased Unitholder by Legal heir/Successor.

- (i) Copy of PAN of deceased Unitholder
- (ii) Address proof of deceased Unitholder
- (iii) DP and Client ID of deceased Unitholder
- (iv) Copy of death certificate attested by the legal heir(s)/successor(s)/administrator(s), subject to verification with the original or copy of death certificate duly attested by a notary public or by a gazetted officer.
- (v) self-attested copy of the Permanent Account Number card of the legal heir(s)/claimant(s), issued by the Income Tax Department.
- (vi) Notarized Affidavit (in the format prescribed under *Annexure-IIA*) from all the Legal heir(s)/Successor(s)/Administrator(s) on the non-judicial stamp paper of appropriate value, to the effect of identification and claim of legal ownership to the Units.

*However, in case the legal heir(s), etc., are named in Succession Certificate or Probate of Will or Will or Letter of Administration as may be applicable in terms of Indian Succession Act, 1925 (39 of 1925) or Legal Heirship Certificate or its equivalent certificate issued by a competent Government Authority, instead of affidavit from all legal heirs, an affidavit from such legal heir(s)/claimant(s) alone shall be sufficient.*

- (vii) a copy of Succession Certificate or Probate of Will or Will or Letter of Administration or Court Decree as may be applicable in terms of Indian Succession Act, 1925 (39 of 1925) or Legal Heirship Certificate or its equivalent certificate issued by a Competent

Government Authority, attested by the legal heir(s)/claimant(s) etc., subject to verification with the original or copy of such document duly attested by a Notary Public or by a Gazetted Officer.

(viii) In cases where a copy of a will is submitted as may be applicable in terms of Indian Succession Act, 1925 (39 of 1925), then the same shall be accompanied with the following additional documents;

- a notarized indemnity bond (*in the format prescribed under Annexure-IIB*) made on the non-judicial stamp paper of appropriate value from the legal heir(s)/claimant etc., for indemnifying the Brookfield India REIT; and
- Legal Heir Certificate issued by the Competent Government Authority; and
- No Objection Certificate from all Legal Heir(s) in favour of claimant; and
- Affidavit from witness about confirmation of Will wherever alive or otherwise death certificate of such witness; and
- Affidavit with regard to the Will as last Will and no matter is pending before any court with regard to such Will; and
- Surety Affidavit by at least two sureties with their PAN Card.

(ix) In cases where a copy of Legal Heirship Certificate or its equivalent certificate issued by a competent Government Authority is submitted, the same shall be accompanied with the following additional documents.

- a notarized indemnity bond (*in the format prescribed under Annexure-IIB*) made on the non-judicial stamp paper of appropriate value from the legal heir(s)/claimant etc., for indemnifying the REIT; and
- No objection (*in the format prescribed under Annexure-IIC*) from all non-claimants (remaining legal heirs), stating that they have relinquished their rights to the claim for unclaimed distribution amount, duly attested by a notary public or by a Gazetted Officer or copy of duly executed Family Settlement Deed by all legal heirs and duly attested by a notary public or by a gazetted officer.

(x) In cases where the value of distribution is Rs. 5,000 or less, as on date of application by the claimant, and where the documents mentioned in point no. (v), (vi) and (vii) are not available, the legal heir(s)/claimant(s) may submit the following documents:

- a notarized indemnity bond (*in the format prescribed under Annexure-IIB*) made on the non-judicial stamp paper of appropriate value from the legal heir(s)/claimant etc., for indemnifying the REIT; and
- No Objection (*in the format prescribed under Annexure-IIC*) from all non-claimants (remaining legal heirs), stating that they have relinquished their rights to the claim for unclaimed distribution amount, duly attested by a notary public or by a Gazetted Officer or copy of duly executed Family Settlement Deed by all legal heirs and duly attested by a notary public or by a gazetted officer.

2. Upon the receipt of the Documents as stated above, the Nodal Officer or concerned department will verify the particulars of the claim submitted by the Claimant and shall process the Claim in accordance with the internal policy adopted by the Brookfield India REIT for remitting payment of Unclaimed or Unpaid Amount into the bank account of such Claimant within the timelines as mentioned in this Policy or under Applicable Law. However, Nodal Officer at its discretion may call for further information/clarification with respect to the claim submitted by the Unitholder.

3. After verifying and processing of the request by the Nodal Officer or concerned department, a confirmation will be sent to the effect that the claim submitted by the Claimant is processed and refund of unclaimed or unpaid amount has been initiated.

### **III. WHEN UNITS ARE HELD IN THE NAME OF JOINT HOLDER(S).**

1. Upon the death of the Unitholder, the surviving holders shall be the persons recognized by the REIT as having any title of interest of deceased unitholder in the unclaimed distribution to have to submit following documents to the REIT or RTA of the REIT:
  - Request letter as stipulated in *Annexure-III*, along with the following details of deceased Unitholder.
  - PAN of deceased Unitholder
  - Address proof of deceased Unitholder
  - DP and Client ID of deceased Unitholder
  - Copy of Death Certificate of Unitholder, duly attested by the Surviving holders(s), which shall be subject to the verification with the original or copy of death certificate duly attested by the Notary Public or Gazette Officer.
  - Client master report of the demat account in the name of the surviving holder(s)
  - Copy of cancelled cheque for remittance of payment.
2. Upon the receipt of the Documents as stated above, completed in all aspects, the Nodal Officer or concerned department will verify the particulars of the claim submitted by the Claimant and shall process the Claim in accordance with the internal policy adopted by the Brookfield India REIT for remitting payment of Unclaimed or Unpaid Amount into the bank account of such Claimant within the timelines as mentioned in this Policy or under Applicable Law. However, Nodal Officer at its discretion may call for further information/clarification with respect to the claim submitted by the Claimant.
3. After verifying and processing of the request by the Nodal Officer or concerned department, a confirmation will be sent to the effect that the claim submitted by the Claimant is processed and refund of unclaimed or unpaid amount has been initiated.

## **8. Manner of Submission of Claim**

### **A. Search facility available to Unitholders.**

The Brookfield India REIT has provided a search facility to the Claimant, to verify the Unclaimed or Unpaid Amount due to them and lying under the Unpaid Distribution Account of the Brookfield India REIT or transferred to IPEF. Search facility can be accessed through below path:

*Brookfield India Real Estate Trust > Investors Section > Stakeholders Information > Distribution History.* (Link of the Website: <https://www.brookfieldindiareit.in/unclaimed-distribution-details.php#unclaimed-distribution-details>)

The Claimant shall make a claim once they have accessed the search facility and share a copy/screenshot of the search results along with the documents specified in Paragraph 7 above.



## **B. Submission of Claim**

Claimant can submit their claims along with requisite documents duly certified by him/her, as mentioned above, to the Nodal Officer, at the addresses below.

<b>Nodal Officer</b> <b>The Compliance Officer/Company Secretary</b> <b>Brookfield India Real Estate Trust</b> <b>Email ID: <a href="mailto:reit.compliance@brookfield.com">reit.compliance@brookfield.com</a></b> <b>Address: Tower 5A, Sector 48, Tikri (Near Subhash Chowk), Gurugram 122 018, Haryana, India</b>	<b>Link Intime India Private Limited</b> <b>(Unit: Brookfield India Real Estate Trust)</b> <b>C 101, 247 Park, L B S Marg, Vikhroli (West), Mumbai 400083</b> <b>Tel: +91 22 4918 6270;</b> <b>Fax: +91 22 4918 6060</b> <b>Email: <a href="mailto:bonds.helpdesk@linkintime.co.in">bonds.helpdesk@linkintime.co.in</a></b>
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The manner of filing the formats, execution signing instructions, is already part of the formats included in the Annexures to this Policy. While submitting the claim, Claimant needs to submit the complete documents as per this Policy.

## **9. Timelines**

### **A. Timelines for Claimant.**

Upon the receipt of claim from Claimant, if the Nodal Officer, upon examination, finds it necessary to call for further information or finds the claim or documents submitted by Claimant to be defective or incomplete, in any respect, then the Nodal Officer shall intimate the Claimant, to furnish such other information or to rectify such defects or incompleteness of documents through email or written communication within 30 days from the date of receipt of communication from the Nodal Officer, failing which the claim may be rejected. However, rejection of claim does not debar a Claimant from filing a fresh claim.

### **B. Timelines for the Manager**

The claim submitted by the Claimant shall be processed by the Nodal Officer and the payment of unclaimed amount will be processed through electronic mode into the bank account of Claimant, within the 30 days from the date of receipt of claim or within 30 days from the date when complete information as called upon, is provided by the Claimant. The claim shall be processed only if the documents submitted by the Claimant are in accordance with the requirement mentioned above. However, in case of claiming the Unclaimed or Unpaid amount from the IEPF, the Manager shall process the claim within 30 days from the date when the amount has been refunded by the IPEF to the Brookfield India REIT.

## **10. Conditions for rejection of Claim by Nodal Officer.**

The claims made by Claimants under this Policy may be rejected including if the:

- (i) documents/clarifications sought on the claim submitted by the Claimant, are not received with the timelines as specified in this Policy or under Applicable Law;
- (ii) documents/ clarifications provided by the Claimant are incorrect, incomplete, inadequate, cannot be verified or not as per the requirements under this Policy or under Applicable Law;

- (iii) claim application is returned by SEBI in case of Unclaimed or Unpaid Amounts lying in the IEPF in accordance with the SEBI Circular and the Claimant does not make any attempts/ makes insufficient attempts to rectify the deficiencies in the application, after being notified by the Manager, within 30 days.

In these cases, the Nodal Officer, may reject the claim by citing the reason of rejection, in writing (through email or physical letter) to the Claimant. However, the rejection of claim does not debar a Claimant from filing a fresh claim.

## 11. Contact Details

The Claimant may contact on the below details to check the status of their claim submitted or for any other matter related to the Distribution.

<b>Email Id</b>	<a href="mailto:reit.compliance@brookfield.com">reit.compliance@brookfield.com</a>
<b>Contact No.</b>	0124-3821400

## 12. Consequences in case of default

- (i) In case any default is made in transferring the Unclaimed or Unpaid Amount to the Unpaid Distribution Account, Brookfield India REIT 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 Brookfield India REIT.
- (ii) 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 ₹ 100,000 and in case of continuing failure, a further penalty of ₹ 500 for each day that the failure continues, subject to a maximum of ₹ 1,000,000 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 Brookfield India REIT.

## 13. Amendment of the Policy

Notwithstanding the above, this Policy will stand amended to the extent of any change in Applicable Law without any action of the Manager or approval of the Board. The Board reserves the right to amend or modify this Policy, in whole or in part, from time to time, in accordance with Applicable Law, as may be applicable.

**Format in respect of Claiming Unpaid or Unclaimed Amount by sole Unitholder.**

Date:

To,

**Nodal Officer**  
**Brookfield India Real Estate Trust**  
 Tower 5A, Candor TechSpace, IT/ ITeS  
 SEZ, Sector 48, Tikri (Near Subhash  
 Chowk), Gurugram 122 018, Haryana  
 Tel: 0124-3821400  
 Email: [reit.compliance@brookfield.com](mailto:reit.compliance@brookfield.com)

**Link Intime India Private Limited**  
**(Unit: Brookfield India Real Estate Trust)**  
 C 101, 247 Park, L B S Marg, Vikhroli (West),  
 Mumbai 400083  
 Tel: +91 22 4918 6270;  
 Fax: +91 22 4918 6060  
 Email: [bonds.helpdesk@linkintime.co.in](mailto:bonds.helpdesk@linkintime.co.in)

Dear Sir,

**Sub: Request for payment of Unclaimed or Unpaid Amount**

I/We \_\_\_\_\_ (name of unitholder), aged \_\_\_\_ years, son/daughter of \_\_\_\_\_ residing at \_\_\_\_\_ do solemnly declare and confirm that I/we have not received the distribution for the period/quarter as mentioned below. In this regard, I/we am/are providing the following information and enclosing the copies of the documents required to enable you to process the payment of Unclaimed or Unpaid Distribution amount from the;

- Amount(s) lying under the Unclaimed Distribution Account of the Brookfield India REIT.  
**OR**  
 Amount(s) which has been transferred to Investor Protection and Education Fund (“IPEF”)

(Please tick appropriately ✓)

Name of the Unitholder			
DP Id			
Client Id			
Amount of distribution Unpaid or Unclaimed	<b>Quarter Ended</b>	<b>No. of units held</b>	<b>Amount unpaid</b>
PAN No. (Self-attested)			
Mobile No			
Email Id of the Unitholder			
Reason of Unclaimed Amount			

I, request you to credit the above distribution amount in my bank account as per details mentioned below, in lieu of original demand draft(s) issued.

<b>Bank Name</b>	
<b>Account Number</b>	
<b>Account Type*</b>	
<b>IFSC Code</b>	
<b>MICR No.</b>	
<b>Name of Bank Branch</b>	
<b>City</b>	
<b>PIN</b>	

In consideration of you having agreed to credit the distribution amount in the bank account as per the details mentioned above in my name, I/ we hereby agree to undertake that upon having agreed to credit the above distribution amount in the bank account, I/we the undersigned applicant hereunder for myself/ ourselves, my/our heirs, executors, administrators and assigns shall hereby jointly and severally indemnify and keep indemnified Brookfield India REIT, the Manager of Brookfield India REIT, its successors and assigns, its estate and effects, and its directors, managers, secretaries and unitholders and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said distribution amount or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner howsoever.

I hereby also undertake to surrender the said original Demand draft to the Company for cancellation, if and when the same is/are found at a later date.

I/ We am/ are enclosing the following documents along with the Claim format for remitting the payments:

1. Self-attested Latest Client Master Ledger (CML) stating the current bank account details from Depository Participants.
2. Copy of cancelled cheque of bank account where payment to be remitted, as mentioned in CML.
3. Original Dividend Warrant/Demand Draft (if available with the Unitholder)
4. Self-attested copy of PAN Card of the Unitholder.
5. Self-attested copy of Address Proof (for eg. Driving License, Adhaar card, passport) of Unitholder.

Signature of unitholder:

Email:

Contact No.:

Date:

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**Request Letter in respect of Claiming Unclaimed Amount by Legal Heir(s)/Successor(s)/Nominee(s)/Administrator(s) of the deceased Unitholder.**

Date:

To,

**Nodal Officer**  
**Brookfield India Real Estate Trust**  
 Tower 5A, Candor TechSpace, IT/ ITeS  
 SEZ, Sector 48, Tikri (Near Subhash  
 Chowk), Gurugram 122 018, Haryana  
 Tel: 0124-3821400  
 Email: [reit.compliance@brookfield.com](mailto:reit.compliance@brookfield.com)

**Link Intime India Private Limited**  
**(Unit: Brookfield India Real Estate Trust)**  
 C 101, 247 Park, L B S Marg, Vikhroli (West),  
 Mumbai 400083  
 Tel: +91 22 4918 6270;  
 Fax: +91 22 4918 6060  
 Email: [bonds.helpdesk@linkintime.co.in](mailto:bonds.helpdesk@linkintime.co.in)

Dear Sir/Madam,

**Sub: Submission of Claim by the Legal Heir(s)/Successor(s)/Nominee(s) of the Deceased Unitholder.**

<b>Name of Claimant<sup>#</sup></b>
Mr./Ms.
Name of the Guardian ( <i>in case of Claimant is Minor</i> )
Mr./Ms. _____
<i>in case the claimant is a minor</i> → Date of Birth of the minor* _____
Relationship with Minor: (Please tick appropriately ✓)
<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Court Appointed Guardian*:
PAN (Claimant(s)/Guardian): _____
(Please tick appropriately ✓)
<input type="checkbox"/> KYC Acknowledgment attached or <input type="checkbox"/> KYC form attached
<b>Tax Status:</b> <input type="checkbox"/> Resident Individual <input type="checkbox"/> Resident Minor (through Guardian) <input type="checkbox"/> NRI
<input type="checkbox"/> PIO <input type="checkbox"/> Other (Please tick appropriately ✓)

*# in case of multiple claimants, separate form duly signed by each claimant shall be provided to Brookfield India REIT.*

*\*Please attach relevant proof*

I/We, the claimant(s) named hereinabove, hereby inform you about the demise of the below mentioned UnitHolder(s) and request you to remit the unclaimed distribution amount held by the deceased holder(s) in my/our favor in my/our capacity as –	
<input type="checkbox"/> Nominee	<input type="checkbox"/> Legal Heir
<input type="checkbox"/> Successor to the Estate of the deceased	<input type="checkbox"/> Administrator of the Estate of the deceased
<input type="checkbox"/> Co-parceners of HUF (in case demise of Karta)	
(Please tick appropriately ✓)	
<b>Name of deceased holder(s)</b>	<b>Date of Demise**</b>

*\*\* Please attach certified copy of Death Certificate.*

**Details of Unclaimed or Unpaid Amount:**

Name of Deceased Unitholder	DP and Client ID of Deceased Unitholder	Quarter and Year ended for which amount is unclaimed or unpaid	No. of Units held by Deceased Person	Amount unpaid or unclaimed	% of Claim <sup>@</sup>

<sup>@</sup> As per Nomination OR as per the Will/Probate/Succession Certificate/Letter of Administration/ Legal Heirship Certificate (or its equivalent certificate)/ Court Decree, if applicable. If no such information is provided, then the claim will be processed amongst all the claimant in equal proportionate.

**Contact details of the Claimant:**

<b>Mobile Number</b>	
<b>Telephone Number</b>	
<b>Email ID</b>	
<b>Address<sup>^</sup></b>	<hr/> <hr/> City: _____ State: _____  PIN Code: _____

<sup>^</sup> Please note that the address will be updated as per the address on KYC form / KYC Registration Agency records.

**Bank Account Details of the Claimant:**

<b>Bank Name</b>	
<b>Account Number</b>	
<b>Account Type*</b>	
<b>IFSC Code</b>	
<b>MICR No.</b>	
<b>Name of Bank Branch</b>	
<b>City</b>	
<b>PIN</b>	

\* Please attach the copy of cancelled cheque with claimant name printed or claimant Passbook or Bank Statement duly attested by the Bank Manager.

**Additional KYC Information: (Please tick appropriately ✓)**

<b>Occupation:</b> <input type="checkbox"/> Private Sector Service <input type="checkbox"/> Public Sector Service <input type="checkbox"/> Government Service <input type="checkbox"/> Business <input type="checkbox"/> Professional <input type="checkbox"/> Agriculturist <input type="checkbox"/> Retired <input type="checkbox"/> Home Maker <input type="checkbox"/> Student <input type="checkbox"/> Forex Dealer <input type="checkbox"/> Others
<b>The Claimant is</b> <input type="checkbox"/> a Politically Exposed Person <input type="checkbox"/> Related to a Politically Exposed Person <input type="checkbox"/> Neither (Not applicable)
<b>Gross Annual Income (₹):</b> <input type="checkbox"/> Below 1 Lac <input type="checkbox"/> 1-5 Lacs <input type="checkbox"/> 5-10 Lacs <input type="checkbox"/> 10-25 Lacs <input type="checkbox"/> 25Lacs-1 Crore <input type="checkbox"/> >1Crore

**FATCA and CRS Information:**

<b>Country of Birth:</b>	
<b>Place of Birth:</b>	
<b>Nationality:</b>	
<b>Are you a tax resident of any country other than India?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

If Yes, please mention all the countries in which you are resident for tax purposes and the associated Taxpayer Identification Number and its identification type in the column below.

Country	Tax-Payer Identification Number	Identification Type

**Declaration and Signature of the Claimant(s)**

I have attached herewith all the relevant / required documents as indicated in the policy with respect to the claim submitted by the Legal Heir/Successor/Nominee.

I confirm that the information provided above is true and correct to the best of my knowledge and belief.

I undertake to keep Brookfield India Real Estate Trust, its Manager, its Registrar and Transfer Agent informed about any changes/modification to the above information in future and undertake to provide any other additional information as may be required by them.

I hereby authorize Brookfield India Real Estate Trust, its Manager, its Registrar and Transfer Agent to provide/ share any of the information provided by me including my holdings, if any in the Brookfield India Real Estate Trust to any governmental or statutory or judicial authorities/agencies as required by law without any obligation of informing me of the same.

In consideration of you having agreed to credit the distribution amount in the bank account as per the details mentioned above in my name, I/ we hereby agree to undertake that upon having agreed to credit the above distribution amount in the bank account, I/we the undersigned applicant hereunder for myself/ ourselves, my/our heirs, executors, administrators and assigns, shall hereby jointly and severally indemnify and keep indemnified Brookfield India REIT, the Manager of Brookfield India REIT, its successors and assigns, its estate and effects, and its directors, managers, secretaries, and unitholders and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said distribution amount or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner howsoever.

<b>Place:</b> <b>Date:</b>	<b>Signature of Claimant</b>
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Encl:

- Copy of Death Certificate of the deceased holder.
- Copy of Birth Certificate (in case the Claimant is a minor).
- Copy of PAN Card of Claimant / Guardian.
- Address proof of Claimant
- KYC Acknowledgment OR KYC form of Claimant pursuant to SEBI Circular SEBI/HO/MIRSD/SECFATF/P/CIR/2023/169 dated October 12, 2023
- Cancelled cheque with claimant's name printed OR Claimant's Bank Statement/Passbook.
- Affidavits as per Annexure-IIA.
- Bond of Indemnity as per Annexure-IIB.
- NOC as per Annexure-IIC.

Affidavits to be given by all to be given by all the Legal Heirs or Legal Heirs named in Succession Certificate/ Probate of Will/ Will/ Letter of Administration/ Legal Heirship Certificate (or its equivalent certificate)/Court Decree.

For claiming of Unclaimed or Unpaid Distribution, on death of Sole Unitholder where NO NOMINATION has been registered)

**Each Deponent (legal heir) shall sign separate Affidavits.**

**(To be executed on a Non-Judicial Stamp of appropriate Value and Notarized)**

I, \_\_\_\_\_ (Name of Claimant), Son/Daughter of \_\_\_\_\_  
 residing at \_\_\_\_\_,  
 do hereby solemnly affirm and state on oath as follows.

That Mr./Mrs. \_\_\_\_\_ (Name of Deceased Unitholder) has the following unclaimed or unpaid Distribution Amount in his/her name as single holder:

Name of Deceased Unitholder	DP and Client ID of Deceased Unitholder	Quarter and Year ended for which amount is unclaimed or unpaid	No. of Units held by Deceased Person	Amount unpaid or unclaimed

That the aforesaid deceased Unitholder died intestate leaving behind him/her, the following persons as the only surviving heirs as per the Succession Certificate/Legal Heirship Certificate (or its equivalent certificate)/Court Decree dated \_\_\_\_\_/ according to the Law of Intestate Succession by which he/she was governed at the time of his/her death and without registering any nominee.\*

OR

That the aforesaid deceased holder died leaving behind the following persons as the legatees as per the Will/ Probated Will/ Letter of Administration dated \_\_\_\_\_ and without registering any nominee. \*



Name of the Legal Heir(s)	Address and contact details	Age	Relation with the Deceased
1)			
2)			
3)			

A copy of the Succession Certificate\*/ Probate of Will\*/ Will\*/ Letter of Administration\*/Legal Heirship Certificate\*(or its equivalent certificate)\*/Court Decree\* is attached herewith.

That among the aforesaid legal heirs, Master/ Kumari. \_\_\_\_\_, aged \_\_\_\_\_years is a minor and is being represented by Mr./Ms. \_\_\_\_\_(Name of Guardian) being his/her father/mother/legal guardian.\*

**Signature of Deponent:**

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### Verification

I hereby solemnly affirm and state that what is stated herein above is true and correct and nothing has been concealed therein and that we I am competent to contract and entitled to rights and benefits of the abovementioned unclaimed distribution of the deceased.

**Solemnly affirmed at:**\_\_\_\_\_

**Signature of Deponent:**

---

**Signed before me**

**Place:**

**Date :**

**Signature of Notary with  
Official Seal of Notary & Regn. No.**

*\* Strikethrough whichever is not applicable.*

**Indemnity Bond given by all Legal Heir(s) of the deceased Unitholder including Claimant(s).****For claiming of Unclaimed or Unpaid Distribution, on death of Sole Unitholder where NO NOMINATION has been registered)****(To be executed on a Non-Judicial Stamp of appropriate Value and Notarized)**

I/We do hereby solemnly affirm and state on oath as follows:

That Mr./Mrs. \_\_\_\_\_ (Name of Deceased Unitholder)  
has the following unclaimed or unpaid Distribution Amount in his/her name as single holder:

Name of Deceased Unitholder	DP and Client ID of Deceased Unitholder	Quarter and Year ended for which amount is unclaimed or unpaid	No. of Units held by Deceased Person	Amount unpaid or unclaimed

That the aforesaid deceased holder died intestate on \_\_\_\_\_, without registering any nominee, leaving behind him/her the following persons as the only surviving legal heirs, according to the laws of intestate succession applicable to him/her by which he/she was governed at the time of his/her death.

Name of the Legal Heir(s)	Address and contact details	Age	Relation with the Deceased
1)			
2)			
3)			

OR

That the aforesaid deceased holder died on \_\_\_\_\_, without registering any nominee, leaving behind him/her the following persons as the only surviving legal heirs, according to the laws of testamentary succession.

Name of the Legal Heir(s)	Address and contact details	Age	Relation with the Deceased
1)			
2)			
3)			

Therefore, I/We, the Legal Heir(s)/Claimant(s) and deponent(s) herein has/have, approached \_\_\_\_\_ (Name of REIT/Manager of REIT/RTA) with a request to process the refund of claim submitted for Unclaimed or Unpaid Distribution Account in the name of the undersigned Mr. /Ms. \_\_\_\_\_ [Name(s) of the legal heir(s)/claimant(s)], on my/our behalf, without insisting on production of a Succession Certificate/ Probate of Will / Letter of Administration or any Court Order, for which we execute an indemnity as is herein contained and on relying on the information herein given by us, believing the same to be true.

In consideration therefore of my/our request to process the above claim, to the name of the undersigned Mr. /Ms. \_\_\_\_\_ [Name(s) of the legal heir(s)/claimant(s)].

I/We hereby jointly and severally agree and undertake to indemnify and keep indemnified, saved, defended, harmless, \_\_\_\_\_ [Name of REIT/Manager of REIT/RTA] and its successors and assigns for all time hereafter against all losses, costs, claims, actions, demands, risks, charges, expenses, damages, etc., whatsoever which they may suffer and/or incur by reason of transferring the said Unclaimed or Unpaid Amount, as herein above mentioned, at my/our request to the undersigned Mr./Ms. \_\_\_\_\_ [Name(s) of the legal heir(s)/claimant(s)], without insisting on production of a Succession Certificate / Probate of Will / Letter of Administration or any Court order.

**IN WITNESS WHEREOF** the said

1) Mr. /Ms. \_\_\_\_\_

(Name and signature of the witness) And

2) Mr. /Ms. \_\_\_\_\_

(Name and signature of the witness),

have hereunto set their respective hands and seals this day of \_\_\_\_\_.

Signed and delivered by the said legal heir/s.

Name the Legal Heirs	Signature of the Legal Heirs
1	
2	
3	

---

**Signed before me**

**Place:**

**Date :**

**Signature of Notary with**

**Official Seal of Notary & Regn. No.**

**No Objection given by all Legal Heir(s)/Successor(s)/Nominee(s)/Administrator(s) of the deceased Unitholder in favour Claimant(s) for transfer of unclaimed or unpaid distribution in his/her name.**

**[To be submitted in non-judicial stamp paper of appropriate value]**

**Format of NOC from other Legal Heir(s) for claiming of Unclaimed or Unpaid Distribution, on death of Sole Unitholder where NO NOMINATION has been registered)**

**No-Objection Certificate from all the Legal Heir(s).**

**DECLARATION**

I/We, the legal heir(s) of late Mr. / Ms. \_\_\_\_\_ (Name of the Deceased Unitholder) declare as follows –

- (i) That the above named deceased holder has the following unclaimed or unpaid distribution amount in his / her name as single holder:

<b>Name of Deceased Unitholder</b>	<b>DP and Client ID of Deceased Unitholder</b>	<b>Quarter and Year ended for which amount is unclaimed or unpaid</b>	<b>No. of Units held by Deceased Person</b>	<b>Amount unpaid or unclaimed</b>

- (ii) That the deceased had died intestate on D D / M M / Y Y Y Y and without registering any nominee.

- (iii) That the following Claimant(s) has/have applied for the aforesaid unpaid or unclaimed distribution amount:

<b>Name of the Claimant(s)</b>	<b>Address and contact details</b>	<b>Age</b>	<b>Relation with the Deceased</b>
1)			
2)			
3)			

- (iv) That I / We are the legal heir(s) of the deceased holder, apart from the Claimant(s) who has/ have applied for claiming the unclaimed or unpaid distribution amount as aforesaid and our details are as follows:

Name of the Legal Heirs(s)	Address and contact details	Age	Relation with the Deceased
1)			
2)			
3)			

(v) I / we hereby declare that, I / we do not desire to make any claim in respect of the title to the aforesaid unclaimed or unpaid distribution amount held by the deceased and I / we hereby wilfully relinquish & renounce all my /our rights in respect of the aforesaid unclaimed or unpaid distribution amount and shall have no legal claim upon said unclaimed or unpaid distribution amount, in future.

(vi) Accordingly, I / we declare that I / we have NO OBJECTION WHATSOEVER in Brookfield India Real Estate Trust, processing the aforesaid unclaimed or unpaid distribution amount in favour of the Claimant(s) Mr. / Ms. \_\_\_\_\_ (Name of Claimants).

(vii) I / we hereby state that whatever is stated herein above are true to the best of my/our knowledge and nothing has been concealed therein.

**Name(s) and Signature(s) of Legal Heir(s) who are Non – Claimant(s):**

- 1)
- 2)
- 3)

<b><u>VERIFICATION</u></b>
<p>We hereby solemnly affirm and state that what is stated herein above is true to our knowledge and nothing has been concealed therein and that we are competent to contract and entitled to rights and benefits of the above mentioned unclaimed or unpaid distribution amount.</p>
<p>Solemnly affirmed at _____</p>
<p>Deponents (1) _____, (2) _____, (3) _____</p>

**Request letter by surviving unitholder in case of demise of Unitholder, with whom units of Brookfield India REIT were held jointly.**

To  
**Nodal Officer**  
**Brookfield India Real Estate Trust**  
 Tower 5A, Candor TechSpace, IT/ ITeS  
 SEZ, Sector 48, Tikri (Near Subhash  
 Chowk), Gurugram 122 018, Haryana  
 Tel: 0124-3821400  
 Email: [reit.compliance@brookfield.com](mailto:reit.compliance@brookfield.com)

Dear Sir,

I/We, undersigned, being the surviving holder(s), in the joint demat account, hereby request you to remit the unclaimed distribution amount in the name of second holder, due to the death of first holder on DD/MM/YYYY.

We, hereby enclosed a copy of Death Certificate of demised first holder, duly attested by the Notary Public or Gazette Officer.

Account Holder details			
Details of the Holder		Name of Joint Account Holder(s)	
First Holder			
Second Holder			
Third Holder			
DP Id			
Client Id			
Amount of distribution Unpaid or Unclaimed	Quarter Ended	No. of units held	Amount unpaid
Mobile No			
Email Id of the Unitholder			

I, request you to credit the above distribution amount in my bank account as per details mentioned below.

<b>Bank Name</b>	
<b>Account Number</b>	
<b>Account Type*</b>	
<b>IFSC Code</b>	

<b>MICR No.</b>	
<b>Name of Bank Branch</b>	
<b>City</b>	
<b>PIN</b>	

In consideration of you having agreed to credit the distribution amount in the bank account as per the details mentioned above in my name, I/we hereby agree to undertake that upon having agreed to credit the above distribution amount in the bank account, I/we the undersigned applicant hereunder for myself/ourselves, my/our heirs, executors, administrators and assigns shall hereby jointly and severally indemnify and keep indemnified Brookfield India REIT, the Manager of Brookfield India REIT, its successors and assigns, its estate and effects, and its directors, managers, secretaries and unitholders and their heirs, executors and assigns from and against all actions, suits, proceedings, accounts, claims and demands whatsoever for or on account of the said distribution amount or any part thereof or otherwise in connection with the same, and from and against all losses, costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner howsoever.

I hereby also undertake to surrender the said original Demand draft to the Company for cancellation, if and when the same is/are found at a later date.

I/ We am/ are enclosing the following documents along with the Claim format for remitting the payments:

I/ We am/ are enclosing the following documents along with the Claim format for remitting the payments:

1. Self-attested copy of PAN
2. Copy of cancelled cheque
3. Latest Client Master Ledger stating the current bank details.
4. Original Dividend Warrant/Demand Draft (if available with the Unitholder)
5. Self-attested copy of Address Proof
6. Death Certificate of First Joint Holder

**Signature of Surviving Unitholder:**

Name of Surviving holder(s)		
Signature		
Email:		
Contact No		
Date		
Place		