

Follow the procedure for claiming shares and dividend amounts from the Investor Education and Protection Fund (IEPF) Authority:

- ❖ To file IEPF form-5 claimant first need to create Login ID on MCA web (<https://www.mca.gov.in/content/mca/global/en/foportal/fo-user-registration.html>)
- ❖ After login claimant need to file online IEPF form-5 (go to MCA services - Investor Services -IEPF 5)
- ❖ Fill the required fields and submit the duly filled form on the website (Read the instructions provided on the website/instruction kit- <https://iepf.gov.in/IEPF/refund.html> along with the web form carefully before filling the form)
- ❖ On successful submission, an acknowledgement will be generated indicating the SRN. Please note the SRN for future tracking of the form.
- ❖ Take a printout of system generated Indemnity bond, Acknowledgement and pdf version of the IEPF-5 web form - Downloaded from 'Track IEPF-5 SRN' Service available on MCA website (go to MCA services - Investor Services-Track IEPF-5 SRN)

Documents to be submit to Nodal Officer of the company are as follows :

- 1) Print out of the duly filled IEPF-5 claim form with claimant signature and if joint holders are involved than signature of all the joint holders are required.
- 2) Copy of Acknowledgement with claimant signature and if joint holders are involved than signature of all the joint holders are required.
- 3) Indemnity Bond (original) executed on non-judicial stamp paper value as per state stamp act with Details of the shares dividend). Please ensure to enter date, place and signature of Claimant (if joint holders are involved than signature of all the joint holders are required) and two witness with signature, date, address.
- 4) Original shares certificate (in case of loss of original shares certificate provide Proof of Entitlement letter issued by the Company/RTA)
- 5) Self-attested copy of Aadhaar Card (if joint holders are there, copy of Aadhaar Card of all joint holders).
- 6) Self-attested copy of PAN Card (if joint holders are there, copy of PAN Card of all joint holders)
In case claimant is foreigners and NRI submit Self attested copy of Passport, OCI and PIO card
- 7) Original cancelled cheque leaf.
- 8) Copy of Client master list self-attested and attested by DP (if joint holders are there, name of all joint holders should be there in demat a/c)
- 9) Copy of transaction statement of demat a/c authorized by DP and self-attested by the claimant (In case of shares transfer to IEPF from demat a/c of the claimant).

Note :Claimant requested to send all above mentioned original documents to the Nodal Officer of the company within 10 days, as timeline for filing e-verification report (for the company) is 30 days from the date of generation of SRN.

