

Procedure to claim the shares from IEPF Authority (Investor Education And Protection Fund)

Step 1 :- Go to website www.iepf.gov.in

Step 2 :- Go to Forms tab

Step 3 :- Download the IEPF Form 5 (Application to the authority for claiming unpaid amounts and shares out of Investor Education and Protection Fund -IEPF) zip file will be download, unzip the file and read the IEPF Form – 5 help document carefully.

Step 4 :- Fill the entire form with necessary details, as per instruction kit.

Step 5 :- Go to Forms tab and click on upload e forms link, click on register now and registered yourself by filling necessary details and create user id and password to upload E- Form.

Step 6 :- Go to IEPF Website (www.iepf.gov.in) and use the option form upload. You will be redirected to MCA21 for form Upload.

Step 7 - Login using your ID and Password (Please refer Step-5)

Step 8 - After login, click on normal upload.

Step 9- Click on Browse and attach the form. Click on Submit.

Step 10 - SRN will be generated and you will ask for payment option (Pay Now or Pay later).

Step 11 - Though Fee will be zero, but click on Pay now option only to generate the acknowledgement.

Step 12- After clicking on Pay Now, you have to click on Finish when zero fee page will be shown. Acknowledgement will be generated. Kindly take the printout for the same.

Procedure to be followed after filling the form

Steps to be followed after Form upload:

Claimant / User has to send the attachments prescribed below to Nodal Officer (IEPF) of the company at its registered office in an envelope marked “claim for refund from IEPF Authority” for initiating the verification for claim

- A. Print out of duly filled and uploaded claim form IEPF-5; with claimant signature and if joint holders are involved than the Form should be signed by all the joint holders
- B. Copy of acknowledgement generated after uploading the claim Form IEPF-5
- C. Indemnity Bond (original) with claimant signature (As per format given in Annexure II in IEPF For - help) to be executed :
- On a non-judicial Stamp Paper of the value as prescribed under the Stamp Act (**According to state**) if the amount of the claim is Rs.10, 000 or more. **Please ensure to enter date, place and Signature of claimant and witness.**
 - On a plain paper if the amount claimed does not exceed Rs.10,000.
 - In case of refund of shares, on a non-judicial Stamp Paper of the value as prescribed under the Stamp Act.
- D. Advance Stamped receipt (original) with signature of claimant and two witnesses. (Format is given at Annexure I in IEPF Form-5 help)
- E. In case of refund of matured deposit or debenture, or bonds, or where shares (in physical form) are claimed original certificate thereto
- F. Copy of Aadhaar Card of the claimant and if joint holders are there, Copy of Aadhar card of all the joint holders
- G. Proof of entitlement (certificate of share/Interest warrant/dividend warrant, Application No. etc.)
- H. Original Cancelled Cheque leaf
- I. Copy of Passport, OCI and PIO card in case of foreigners and NRI
- J. Copy of PAN Card (mandatory in case of claim for shares)
- K. Client Master List of De-mat A/c of the claimant
- L. In case any Joint holder is deceased, Copy of Death certificate to be attached.
- M. Other optional documents, (if any)