

## IEPF 5 - REQUIREMENT

STEPS	TO BE DONE BY	PARTICULARS
Step 1	<b>Claimant</b>	File E-form IEPF 5 with the IEPF Authority (through MCA website)  Fees - Nil
Step 2	<b>Claimant</b>	Take a print out of the filed E-form IEPF 5 along with the challan/ acknowledgement and sign the same and if joint holders are involved then the Form should be signed by all the joint holders .  Along with the e-form and acknowledgement attach the following documents :-  1. Advance Stamped receipt (original) with signature of claimant and two witnesses. (Format is given at <a href="#">Annexure I</a> )  2. Indemnity Bond (original) with claimant signature (As per format given in <a href="#">Annexure II</a> ) to be executed :  <ul style="list-style-type: none"> <li>➤ On a non-judicial Stamp Paper of the value as prescribed under the Stamp Act (<b>According to state</b>) if the amount of the claim is Rs.10, 000 or more. <b>Please ensure to enter date, place and Signature of claimant and witness.</b></li> <li>➤ On a plain paper if the amount claimed does not exceed Rs.10,000.</li> <li>➤ In case of refund of shares, on a non-judicial Stamp Paper of the value as prescribed under the Stamp Act.</li> </ul> 3. In case of refund of shares (in physical form) are claimed original certificate thereto  4. Self attested copy of Aadhaar Card of the claimant and if joint holders are there, Duly signed Copy of Aadhar card of all the joint holders .  5. Self attested proof of entitlement (certificate of share/Interest warrant/dividend warrant, Application No. etc.)  6. Original Cancelled Cheque leaf

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		<p>7. Self attested copy of Passport, OCI and PIO card in case of foreigners and NRI</p> <p>8. Self attested copy of PAN Card (mandatory in case of claim for shares)</p> <p>9. Client Master List of De-mat A/c of the claimant.</p> <p>10. In case any Joint holder is deceased, Copy of Death certificate to be attached.</p> <p>11. Other optional documents, (if any)</p> <p><u>Send</u> : All the above documents (hard copy) to be send to the Company at its Registered Office.</p> <p><u>Time limit</u> : Send to the Company at the earliest possible as the e-form will be rejected after the expiry of ninety days from the date of filing of Form IEPF-5 and after giving an opportunity to the claimant to furnish response within a period of thirty days.</p>
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### **Kindly note :**

1. Please ensure that all the documents as mentioned above are in proper order to avoid any resubmission/ rejection.
2. If any rectification error occurs the Authority shall sent to the claimant details regarding the deficiencies in the application and the said rectified documents are required to be sent to the Company at its registered office.

Please provide the rectified documents to the Company at the earliest as the rectification is required to be made good within ninety days from the date of such communication by the Authority.

3. All the documents/ forms/ claims provided by the claimant will be verified by the Company and thereafter a verification report will be provided which shall be send to the IEPF Authority along with all the documents provided by the Claimant to facilitate the refund process.
4. File only one consolidated claim in respect of a Company in a financial year.
5. In case, claimant is a legal heir or successor or administrator or nominee of the registered share holder, he has to ensure that the transmission process is completed by the Company before filing any claim with the Authority.

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6. Where request of transfer or transmission of shares is received after the transfer of shares by company to the Authority, the company shall have the liberty to verify all the requisite documents before effecting transfer or transmission and thereafter the Company shall issue letter to the claimant indicating his entitlement to the said security and furnish a copy of the same to the Authority while verifying the claim of such claimant.

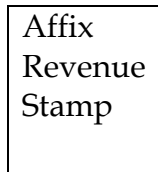
Annexure I

**Advance Receipt**

Received from the Investor Education and Protection Fund Authority the sum of Rs..... and No. of Shares ..... being the amount and shares payable to me from the Investor Education and Protection Fund as ..... (Dividend on Equity / Preference shares / matured deposits / matured debentures / application money due for refund / interest accrued on...../Dividend credited to IEPF under Companies Act, 1956 or Companies Act, 2013/ Dividend credited to General Revenue Account under Companies Act, 1956 / others, specify.....)# which was originally due from M/s.....(Name of the Company)

Signature of claimant with date of claimant with date

Stamp



Signature of witness:

1. Signature with date

Name

Address

2. Signature with date

Name

Address

**\* Please ensure to affix Revenue Stamp with crossed Signature to avoid delay in processing of the claim # Strike off whichever is not applicable (Kindly delete the red highlighted words before printing the document)**

Annexure II

**Indemnity bond**

To  
The Investor Education and Protection Fund Authority

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In consideration of the payment of Rs ..... and No. of shares..... being the amount and shares due to me as ..... (Dividend on Equity / Preference shares / matured deposits / matured debentures / application money due for refund / interest accrued on...../Dividend credited to IEPF under Companies Act, 1956 or Companies Act, 2013/ Dividend credited to General Revenue Account under Companies Act, 1956 / others, specify.....)# for the Financial Year..... from M/s .....(Name of the Company) out of the Investor Education and Protection Fund by the Authority, I .....son / daughter / wife# of ..... do hereby agree and undertake to indemnify the Investor Education and Protection Fund Authority to the extent of any claim not exceeding the amount hereinbefore mentioned which may be preferred against the Investor Education and Protection Fund Authority, and which it has to lawfully discharge.

Signature

Date:

Place:

Witnesses:

1. Signature with date

Name

Address

2. Signature with date

Name

Address

**\* For ensuring timely processing of the claim, please ensure to make all the entries # Strike off whichever is not applicable (Kindly delete the red highlighted words before printing the document)**