

PROCEDURE FOR CLAIMING SHARES / DIVIDEND FROM THE INVESTOR EDUCATION AND PROTECTION FUND AUTHORITY (IEPF)

STEP 1:

Seek the exact details from the RTA / Company of the shares and dividend transferred to IEPF.

STEP 2:

- a) Download Form IEPF 5 from the following link: <http://www.iepf.gov.in/IEPFA/refund.html>
- b) Fill in the required details and submit the form
- c) An acknowledgement receipt (challan) indicating the SRN will be generated

STEP 3:

The following documents need to be enclosed along with a covering letter *in original* and sent to the Nodal Officer of the Company:

- a) Self-attested (all holders) copy of Form IEPF 5
- b) Self-attested copy of Acknowledgement Receipt (Challan)
- c) Advance Receipt (original) having revenue stamp affixed with complete particulars duly signed & dated by claimant & witnesses in the format as Annexure 1 below
- d) Indemnity Bond (original) on non-judicial stamp paper having stamp value as per state stamp act & with complete particulars in the format as Annexure 2 below
- e) Original share certificate, in case of refund of shares
- f) Self-attested copy of PAN card of all holders
- g) Self-attested copy of Aadhaar card (along with address) of all holders
- h) Self-attested copy of Client Master List
- i) Self-attested copy of Passport, OCI, PIO card in case of foreigners and NRI
- j) Original cancelled cheque leaf
- k) Any other optional documents

STEP 4:

The Company shall within a period of 15 days of the receipt of the refund claim documents, file a verification report with the IEPF approving or rejecting the refund claim.

STEP 5:

IEPF will transfer the shares / dividend to the respective shareholders account.



Instruction Kit for eForm IEPF-5

(Application to the Authority for claiming unpaid amounts and shares out of Investor Education and Protection Fund)

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

Stamp

Affix Revenue 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*



Instruction Kit for eForm IEPF-5

(Application to the Authority for claiming unpaid amounts and shares out of Investor Education and Protection Fund)

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, Ison /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