

## **PROCEDURE FOR CLAIMING UNCLAIMED DIVIDEND/SHARES FROM INVESTOR EDUCATION PROTECTION FUND (IEPF)**

Shareholders of the Company, whose shares along with unclaimed/ unpaid dividend amount has been transferred by the Company to IEPF Authority pursuant to Section 124 of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, may claim their shares, unclaimed/ unpaid dividend amount from IEPF Authority.

### **I. CLAIM PROCESS FOR CLAIMANTS:**

- (1) The claimant shall register themselves on MCA portal <https://www.mca.gov.in/mcafoportal/loadUserRegistration.do?link=loadUserRegistration>
- (2) After registration, the claimant shall login and fill the web based IEPF-5 form available under MCA Services> Investor Services> IEPF-5
- (3) The Claimant can refer to the Instructions kit by downloading the same from weblink [http://iepf.gov.in/IEPF/Forms/WebIEPF5\\_help.zip](http://iepf.gov.in/IEPF/Forms/WebIEPF5_help.zip) for filing on the online IEPF – 5 form.
- (4) The claimant after making an application in IEPF-5, shall send a physical set of the following documents to the Nodal Officer of the Company for verification:
  - a) A copy of duly filled IEPF-5 form to be duly self-attested (including Joint holder(s), if any) along with the annexures submitted with the form.
  - b) A Copy of acknowledgement generated after uploading the claim Form IEPF 5.
  - c) Indemnity Bond and Advance receipt (original) auto generated after uploading the claim Form IEPF 5 with signature of claimant and witness and after affixing requisite stamp and advance receipt. Requirement of Non-judicial Stamp paper for Indemnity bond is as below:
    - In case of claim of only dividend amount:
      - If dividend amount is less than Rs. 10,000, indemnity bond can be executed on a plain paper.
      - If dividend amount is of Rs. 10,000 or more, non- judicial stamp paper of 3% of the dividend amount subject to a maximum of Rs. 500 is required.
    - In case of claim of shares as well as dividend, non-judicial stamp paper of 3% of the value of security subject to a maximum of Rs. 500.

- d) In case of refund of matured deposit or debenture or bond or where shares (in physical form) are claimed, original certificate/shares thereto.

In case of loss of original, the following documents shall be submitted:

- Notarized copy of FIR/ Police Compliant containing information of security holder, holding details, folio number and distinctive numbers of share certificate.
  - Surety Affidavit of value equal to market value that of shares as on date of execution along with his Proof of identity like Pan Card of sureties duly attested by Notary.
  - Indemnity bond by security holder on a non-judicial stamp paper of requisite value duly attested by Notary Public by the person, in whose name the original share certificate are being issued that he has not sold / disposed of the involved shares or acted in any manner by which any interest of third party would have been created.
  - Copy of advertisement issued in at least one English language national daily newspaper having nationwide circulation and in one regional language daily newspaper published in the place of registered office of company, if the market value of the shares is greater than Rs 10,000.
- e) Original Cancelled Cheque leaf, Self-attested copy of Client Master List.
- f) In case any Joint holder is deceased, Copy of Death certificate to be attached.
- g) Self-attested copy of Aadhaar Card, Copy of Passport, OCI and PIO card in case of foreigners and NRI duly apostatized.
- In case of Indian Citizen – to prove the identity of the claimant self-certified copy of Pan Card and Aadhar Card are required to be submitted. In case of non-availability of Aadhar Card for super senior citizens or some specific states, other ID Proofs issued by government clearly mentioning the address of the claimant needs to be submitted.
  - In case of NRI – to prove the identity of the claimant, self-attested copy of Passport or self-attested copy of Overseas Indian Card (OIC) issued by MHA along with any of the documents available with him.
  - In case of foreigners, instead of Aadhar Card, copy of Passport or PIO Card duly apostatized as per Hague Convention.
- h) In cases of transmission, loss of original shares, mismatch in name and address etc., relevant documents as mentioned in Schedule II, III and IV respectively of the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016  
[http://www.iepf.gov.in/IEPF/pdf/IEPFRules\\_19082019.pdf](http://www.iepf.gov.in/IEPF/pdf/IEPFRules_19082019.pdf)
- i) Any other document relevant to prove entitlement of the claimant.

- (5) All the documents which are required to be attached in the online IEPF -5 form needs to be provided in original in physical to the nodal officer of the company apart from the documents mentioned in clause (h) above.

- (6) The system generated Indemnity bond, Advance Receipt, Acknowledgement of IEPF-5 and pdf version of the IEPF-5 web form submitted can be downloaded by the Claimant from 'Track IEPF-5 SRN' Service available on MCA website

## **II. CLAIM PROCESS FOR COMPANY:**

- (1) The nodal officer of the company shall be intimated through email notification as soon as the web-form IEPF -5 is filed by the claimant.
- (2) On receipt of the original documents from claimant, the company shall be required to authenticate the same with the scanned copy attached with the claim form.
- (3) The company shall also be required to attach scanned copy of such authenticated documents with its e-verification report. The Company e-verification report can be downloaded from the web-link <http://iepf.gov.in/IEPF/Forms/eVerification.zip>
- (4) In cases covered under rule 7(8) and 7(9) of Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, the company shall also be required to issue entitlement letter under rule 7(9) of IEPF Rules in favour of claimant and send a scanned copy of it with its e-verification report.
- (5) The nodal officer or the deputy nodal officer of the company can file e-verification report in the e-form available for same on website [www.iepf.gov.in](http://www.iepf.gov.in) through their MCA 21 account. The e-form shall be authenticated through DSC of the concerned nodal or deputy nodal officer.
- (6) The company shall be required to e-verify the claim as soon as it receives original documents from the claimant but not later than 30 days from the filing of claim failing which it shall be liable to pay an additional fee of Rs 50 per day up to a maximum of Rs 2500.
- (7) The company can reject such claims due to non-receipt of original documents from the claimant.
- (8) Fresh e-verification report shall be filed for resubmission cases. In cases, authority requires additional documents from company only; it shall intimate the same for fresh e-verification report without any resubmission on part of the claimant.
- (9) The new process shall not require any submission of physical documents to the Authority. It shall be online monitorable process with fixed timelines for all stakeholders.
- (10) The authority shall process and intimate approval, rejection, resubmission or discrepancies in FIFO order within a period not exceeding 60 days from receipt of verification report.