

PROCEDURE TO CLAIM UNPAID AMOUNTS OF DIVIDEND AND SHARES TRANSFERRED TO INVESTOR EDUCATION AND PROTECTION FUND

What is Investor Education and Protection Fund (“IEPF”)?

Investor Education and Protection Fund (“IEPF”) was established by the Central Government under section 125 of the Companies Act, 2013 for the promotion of investors’ awareness and protection of the interests of investors.

Any shareholder whose shares, unclaimed/unpaid dividend amount has been transferred by the Company to the IEPF Authority pursuant to Section 124 of the Companies Act, 2013, may claim by making an online application to the authority in Form IEPF -5.

Point to note:

- a. The claimant can file only one consolidated claim for a company in one financial year against one Aadhaar Number. Even details of multiple folios of one company need to be included in the consolidated claim.
- b. In case if the claimant is the legal heir or successor or the nominee of the registered shareholder, then he or she has to ensure that the transmission procedure is completed by the company/ RTA and an entitlement letter is issued to the legal heirs and then only file the IEPF Claim with the authority.

The claimant shall submit following documents along with IEPF-5 form to the Authority.

Relevant documents:

1. Print out of duly filled and uploaded claim form IEPF-5, with claimant signature and if joint holders are involved then the Form should be signed by all the joint holders;
2. Copy of acknowledgment generated after uploading the claim Form IEPF-5;
3. Indemnity Bond (original) with claimant signature to be executed on a non-judicial Stamp Paper. Please ensure to enter the date, place, and Signature of the claimant and witness and provide the self-attested ID proof of the witness;
4. Advance Stamped receipt (original) with the signature of the claimant and two witnesses and ensure to provide the self-attested ID proof of the witness;
5. Original share certificates if shares held in physical form;
6. Self-attested and Notarised Copy of Aadhaar Card of the claimant and if joint holders than notarised copy of Aadhaar card of all the holders;
7. Proof of entitlement – In case of transmission of shares;
8. Original Cancelled Cheque leaf of the Bank account to which the dividend will be credited by the authority;
9. Copy of Passport, OCI, and PIO card in case of foreigners and NRI;
10. Self-attested and Notarised Copy of PAN Card of all the claimants if multiple;
11. Self –attested Client Master List of Demat A/c of the claimant, If joint claim than the CML should be of joint Demat A/c of the claimants;
12. In case any Joint holder is deceased, a copy of the Death certificate is to be attached.

Procedure in nutshell:

Step No.	Details
Step 1	Shareholder is requested to contact Link Intime India Private Limited (RTA) of the Company, in order to obtain the details of the year wise dividend amount and the shares which have been transferred to the IEPF authority.
Step 2	Form IEPF – 5 available on the following link: http://www.iepf.gov.in/IEPF/refund.html
Step 3	Shareholder is required to submit duly filled form by following instruction given in the upload link on the website. On successful uploading Service Request Number (SRN) will be generated.
Step-4	Shareholder is required to submit necessary documents as mentioned above in original to the Nodal officer of the Company.
Step-5	The Registrar and Transfer Agent, Link Intime India Private Limited will verify the claim and thereafter the Company shall file its e-verification report to the IEPF authority.
Step-6	IEPF authority after its verification shall process the claim.

Contact details of RTA:

Link Intime India Pvt. Ltd

Block no. 202, Akshay Complex,
Near Ganesh Temple, off Dhole Patil Road,
Pune, Maharashtra – 411001, INDIA
Phone: +91 20 46014473
Email: pune@linkintime.co.in
Website: www.linkintime.co.in

Investor Education and Protection Fund

E-mail: iepf@mca.gov.in
Call: 1800 114 667 / Public Relations Officers Phone No: 011-23441777
Helpdesk - 0124-4832500

Important links

IEPF Website: <http://www.iepf.gov.in>
Web-Form IEPF-5 and instruction kit: <http://iepf.gov.in/IEPF/corporates.html>

For Uploading Web-Form IEPF-5:

<http://www.mca.gov.in/mcafoportal/showEformUpload.do>

FAQs on claim procedure from IEPF Authority:

<http://iepf.gov.in/IEPF/pdf/FAQsIEPF5.pdf>

Kindly Note:

- To avoid transfer of shares/dividend to the IEPF claim your dividend on regular basis;
- To avoid transfer of shares/dividend to the IEPF claim your dividend on regular basis;
- Update your Bank details with the RTA/Company or the depositories.
- Please note that in case of non-receipt of documents by the Authority after the expiry of (30) thirtydays from the date of filing of Form IEPF-5, the Authority may reject Form IEPF-5.

Post approval of the claim, the Authority shall:

- Credit the Dividend amount to the claimants' Aadhaar linked bank account through electronic transfer and
- In case of request for credit of shares, credit the shares to the claimant's Demat account.