

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

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.

NOTE TO CLAIMANT

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.

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 ensure that all the documents as required to successfully file the IEPF claim are processed and ready before filing the IEPF-5 form with the authority.

DOCUMENTS REQUIRED

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 De-mat A/c of the claimant, If joint claim than the CML should be of joint De-mat A/c of the claimants.
12. In case any Joint holder is deceased, a copy of the Death certificate is to be attached.

PROCESS TO CLAIM SHARES/DIVIDEND FROM IEPF

Step-1

•Shareholder to contact , M/s. Link InTime India Pvt Ltd, RTA of the Company to obtain the details of the year wise dividend amount and the shares which have been transferred to the IEPF authority.

Step-2

•Shareholder to visit the website of the the IEPF authority to download the IEPF - 5 form- <http://www.iepf.gov.in/IEPF/refund.html>

Step-3

•Submit the duly filled form by following instruction given in the upload link on the website. On successful uploading a SRN will be generated. Kindly note the same for future referenaces.

Step -4

•Submit the documents as mentioned on page 1 above in original to the Company-Nodal officer (Ms. Tejaswini Chaudhari) in an envelope marked "**Claim for refund from IEPF authority**"

Step -5

•The Claim shall be reviewed by the RTA than the Company shall file a e-verification report with the IEPF authority

Step -6

•The IEPF authority shall verify the claim and the documents and shall process the claim if satisfied with the documents.

FAQ'S ON IEPF CLAIM PROCESS




1. Whether PAN is mandatory for filing Web-Form IEPF 5? Yes, PAN is mandatory.
The Web-Form IEPF-5 requires PAN verification without which submission of the same is not possible.
2. Whether mobile number and email is mandatory for filing Web-Form IEPF-5?
The form requires OTP based verification for submission, for which claimant should have an active mobile number and a valid email-id.
3. Contact details of RTA:

Link Intime India Pvt Ltd
C101, 247 Park, L B S Marg,
Vikhroli (West) Mumbai 400083
Contact No-022-49186270
E-mail id - rnt.helpdesk@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

4. 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>

NOTE

-  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) thirty days from the date of filing of Form IEPF-5, the Authority may reject Form IEPF-5.

The Authority shall, if the claim is approved:

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