

Process of Claiming Shares from IEPF

Shareholders of the Company, whose shares, unclaimed or 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 shares or unclaimed dividend amount from IEPF Authority.

Step 1: The Shareholder to contact the Company/Registrar and Transfer Agent of the Company, Adroit Corporate Services Private Limited (email: info@adroitcorporate.com) and obtain details of year wise dividend entitlement and shares transferred to IEPF Authority before proceeding with Step No 2.

Step No. 2: Filing to Authority by Claimant

The shareholder to visit the website of IEPF Authority (<https://www.iepf.gov.in/content/iepf/global/master/Home/Home.html>). Shareholder to fill in online application and upload Form IEPF-5 on the website of IEPF Authority, in MCA V3 portal. Kindly login to MCA website [[FO Login \(mca.gov.in\)](https://mca.gov.in)] and access the forms under *MCA Services->Company Efiling -> IEPF Services*.

The claimant shall be able to access the form after login as Registered user also. For V2 users the SH has to upgrade their registration in V3 and post login they will be able to access the form.

The claimant should provide the following information on the form:

- The applicant's (claimant's) information
- The company information from which the amount is due, including CIN number
- Details of the shares to be claimed
- Details of the amount of the dividend to be claimed
- Aadhaar number, when the claimant is an Indian citizen or passport/OCI/PIO card number, when the claimant is an NRI or foreigner.
- Details of the bank account linked to Aadhaar to which the claim would be refunded
- Demat account number

Step 3: Submitting the Claim to the Company

After submitting the Form IEPF-5, the claimant should send the copy of the form in an envelope labelled 'Claim for refund from IEPF Authority' to the company's IEPF Nodal Officer/Registrar with the following documents (self-attested):

- Printout of the filled Form IEPF-5 with the claimant's signature
- Copy of the acknowledgement with the SRN number
- Original indemnity bond with the claimant's signature on a non-judicial stamp paper of the amount stated under the Stamp Act
- Original advance stamped receipt with signature of the claimant and witnesses
- Original share certificates (if shares are in physical form) or copy of transaction statement (if securities are in Demat form)
- Aadhaar card
- Proof of entitlement, i.e. certificate of share, interest warrant application number, etc.
- Passport, Overseas Citizen of India (OCI), or Person of Indian Origin (PIO) card in case of NRIs and foreigners
- Cancelled cheque
- Copy of Demat account's client master list
- In case any joint holder is deceased, notarised copy of death certificate to be attached

Step 4: Submission of Claim from the Company to the IEPF Authority

The company must prepare a verification report within 15 days of receiving a claim form from a claimant and submit it to the IEPF Authorities along with the claimant's documentation.

Step 5: Refund from IEPF Authority to the Claimant

The IEPF Authority must decide on the claimant's reimbursement application within 60 days after obtaining the verification report from the relevant company that has validated the claimant's application.

For FAQs pls visit the following link

<https://www.iepf.gov.in/content/iepf/global/master/Home/HelpAndFAQs/faqs-for-claimants.html>