

Guidelines for claiming unpaid amount and shares out of Investor Education and Protection Fund (IEPF)

This write up explains the concept and procedure of claiming unpaid amounts and shares out of Investor Education and Protection Fund (IEPF), a fund established by Central Government under section 125 of the Companies Act, 2013(the Act).

*We have taken into consideration only the claim of **dividend and equity shares** while preparing these guidelines whereas as per the Act, any person whose shares, unclaimed dividend, matured deposits, matured debentures, application money due for refund, or interest thereon, sale proceeds of fractional shares, redemption proceeds of preference shares, etc. has been transferred to the Fund, may claim the shares under provision to sub-section (6) of section 124 or apply for refund, under clause (a) of sub-section (3) of section 125 or under proviso to sub-section (3) of section, the case may be, to the Authority by making an application in Form IEPF 5 under his own signature.*

Meaning and concept of certain terms:

“Unpaid Dividend”

Dividend which is not paid or claimed within 30 days from its date of declaration

“Unpaid Dividend Account”

Dividend which is not paid or claimed within 30 days from its date of declaration, then the company within 7 days shall transfer such amount to a special account namely “Unpaid Dividend Account” which will be opened by Company in a schedule bank.

When will the shares get transferred to IEPF?

Any amount transferred to “Unpaid Dividend Account” which remains unpaid or unclaimed for a period of 7 years from date of transfer, such amount shall be transferred to ‘Investor Education and Protection Fund’. Further, the company is mandated to transfer all the shares in the name of Investor Education and Protection Fund in respect of which dividends have not been paid or claimed for seven consecutive years or more.

Please Note: In case the dividend for any year is claimed or received by the shareholder during the last seven consecutive years, the shares will not be transferred to Investor Education and Protection Fund.

Question: Whether a shareholder, whose shares have been transferred to IEPF, can claim back shares and whether he can attend general meeting and vote there at?

Answer: Yes, a shareholder (even their legal heirs & representative) can claim their shares transferred to IEPF by making an application in Form IEPF-5 to IEPF authority. The voting rights on shares transferred to the Fund shall remain frozen until the rightful owner claims the shares.

PROCEDURE FOR CLAIMING SHARES/DIVIDEND OUT OF IEPF:

The person in respect of whom any amount/share has been transferred to the IEPF, can make an online application to the Authority set up by MCA (Ministry of Corporate Affairs) in Form IEPF-5 available on the website www.iepf.gov.in along with fee specified by the Authority.

Instructions to fill the e-Form:

Instructions to fill the e-Form are tabulated below at field level. Only important fields that require detailed instructions to be filled in e-Form are explained. Self-explanatory fields are not discussed.

Field No.	Field Name	Instructions
1	Particulars of the Applicant	Enter Name, Address and contact details of the Applicant.
2	Particulars of the Company from which the amount is due	Enter the Valid CIN of the company and Click the Pre-fill button. The details will be automatically entered.
3	Details of shares claimed	Enter the details of shares Note: <ul style="list-style-type: none"> • Enter Client ID of the shareholder and provide category as Client ID • Kind of Share - Equity • Number of shares transferred to IEPF and to be claimed • Nominal amount of share is number of shares x face value of shares.
4	Details of amount claimed Number of Claims	Enter the details of dividend amount to be claimed. The amount must be total of all the previous years' claim. Note: If claimant doesn't have any information on amount claimed then the related column above may be left blank. Enter the number of claims made. Note: <ul style="list-style-type: none"> • Nature of Claim : Dividend • Amount of Claim: amount pertaining to each year is to be given in each row. • Enter FY to which the amount relates

		<ul style="list-style-type: none"> • Nature of Security : Equity • Enter Client ID and choose client id as category • Reason for non-receipt/non-encashment of the instrument of payment <p>The claimant has to claim only the amounts which are transferred to Investor Education and Protection Fund. For claiming the remaining unclaimed/unpaid dividend, the claimant may contact the Company whose shares the claimant is claiming or their RTA.</p>
5	Aadhaar Number or Passport/ OCI/ PIO Card No. (in case of NRI/ foreigners)	<p>Enter Aadhar No. in case of Indian nationals. For foreign nationals, enter OCI/PIO Card number.</p> <p>This field is mandatory failing which the form is liable to be rejected.</p>
6	Details of bank account (Aadhaar linked, in case applicant is not NRI/foreigner) in which refund of claim to be made	<p>The Bank details should be correctly filled corresponding with enclosed cancelled cheque, failing which the form is liable to be rejected.</p> <p>In case of Indian Nationals, Bank Account Number must be Aadhaar linked.</p>
7	Demat Account Number	Enter Demat Account Number.
8	Declaration	<p>Tick the declaration and arrange for documents as specified under the declaration.</p> <p>The specimen formats are provided at the end of this document. The claimant must prepare the documents on their own and not take print out of the specimen and fill the details.</p>

Please Note: Only one Form can be filed for one financial year against one Aadhaar Number and one Company. User can enter more than one claims in single form (in Field 4 - Number of Claims), failing which the form is liable to be rejected.

Instructions to validate the e-form:

Buttons	Particulars
Check Form	<p>Click the Check Form button after, filling the e-Form. System performs form level validation like checking if all mandatory fields are filled. System displays the errors and provides you an opportunity to correct errors.</p> <p>On successful validations, a message is displayed "Form level pre-scrutiny is successful".</p>

Modify	Once the " Check Form " procedure is completed and the claimant wants to make any changes in the form, he may use the " Modify " button. After making necessary changes, again the form needs to be checked using Check Form button.
Pre Scrutiny	After checking the e-Form, click the Pre-scrutiny button. System checks the form and displays errors, if any. Otherwise save the form for filing with MCA.

Instructions to Upload the form

1. Go to MCA Website (<http://www.mca.gov.in>), go to MCA Services and click on eforms upload (<http://www.mca.gov.in/mcafoportal/showEformUpload.do>)
2. Existing users may login using your ID and Password. New user has to create a user ID and password to login to MCA.
3. After login, click on normal forms - Browse and attach the form. Click on Submit.
4. Once you submit the form, you will be asked for payment option. (Pay Now or Pay later).
5. Though Fee will be zero, click on **Pay Now option only** to generate the acknowledgement.
6. After clicking on Pay Now, you have to click on Finish when zero fee page will be shown. Acknowledgement will be generated. (Please note that the acknowledgement is to be mandatorily attached with the form while submitting it to the Company).

Procedure to be followed after filing of form IEPF-5 with MCA:

The claimant shall after making an application in Form IEPF-5 send the same duly signed by him along with, requisite documents as enumerated below to Nodal Officer (IEPF) of the company at its registered office in an envelope marked "claim for refund from IEPF Authority" for initiating the verification of his claim.

- a) Print out of duly filled IEPF-5 with claimant's signature.
- b) Copy of acknowledgement - generated after upload of form to MCA
- c) Advance Stamped receipt (original) with signature of claimant and two witnesses. (*Format provided as Annexure I*)
- d) Indemnity Bond (original) with claimant's signature to be executed (*Format provided as Annexure II*):
 - i. On a **non-judicial Stamp Paper** of the value as prescribed under the Stamp Act (**according to state in which claimant is residing**) if the amount of the claim is Rs.10,000 or more. **Please ensure to enter date, place and Signature of claimant and witness.** Also, both divided amount and shares to be clearly filled as applicable. In case of Joint holding - to be signed by all holders.

- ii. **On a separate plain paper** if the dividend amount claimed **does not exceed Rs.10,000.**
- iii. **In case of refund of shares, on a non-judicial Stamp Paper of the value as prescribed under the Stamp Act.**
- e) Self attested copy of Aadhaar Card in the case of Indian Nationals;
Copy of Passport, OCI and PIO card in the case of foreigners and NRI
- f) Proof of entitlement - Letter of entitlement of shares from the RTA of the Company and/or any of (share certificate/Holding statement/Dividend warrants)
- g) Cancelled Cheque leaf (it must bear the name of the claimant and the cheque leaf must be of the same account of which details are given in the Form IEPF-5.
- h) Self attested copy of passbook
- i) Self attested copy of PAN Card.
- j) Self attested copy of Client Master list of De-mat A/c of the claimant
- k) In case any Joint holder is deceased, Copy of Death certificate to be attached
- l) Other optional attachments.

The company shall, within fifteen days from the date of receipt of claim, send a verification report to the Authority in the format specified by the Authority along with all the documents submitted by the claimant. The Nodal officer may approve or reject the Form and enclosures submitted, subject to verification.

Please note: Any annexure directly printed from the format is liable to be rejected. The claimant must prepare their own annexure using the format of Annexure I and II by including their own details.

Geojit Financial Services Limited

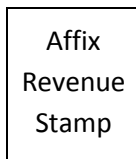
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ADVANCE RECEIPT

Received from the Investor Education and Protection Fund Authority the sum of Rs.....- *(the amount of dividend, if any claimed to be included. If no dividend, provide '0')* and No. of Shares *(the number of shares transferred to IEPF and being claimed is to be included)* 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.....)# *(strike off all except dividend on Equity for claiming equity shares and dividend)* which was originally due from M/s *(Name of the company)*.

Signature of claimant with date

Stamp



Signature of witness:

1. Signature with date :

Name :

Address :

2. Signature with date :

Name :

Address :

***Please ensure to affix Re.1/- Revenue Stamp and sign across the stamp to avoid delay in processing the claim**

Strike off whichever is not applicable

- The red marked words to be deleted while preparing the annexure

INDEMNITY BOND

To
The Investor Education and Protection Fund Authority
Post Box No. 768
New Delhi-110001

In consideration of the payment of Rs. *(the amount of dividend, if any claimed to be included)* and No. of shares *(the number of shares transferred to IEPF and being claimed is to be included)* 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.....)**#** *(strike off all except dividend on Equity for claiming equity shares and dividend)* for the Financial Year *(mention the financial year for which the amount is transferred to IEPF. If there are multiple years, mention each year separately.)* from M/s *(Name of the company)* out of the Investor Education and Protection Fund by the Authority, I *(name of the claimant)* 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

- The red marked words to be deleted while preparing the annexure