Instruction Kit for eForm IEPF-3

(Form for filing Statement of shares and unclaimed or unpaid dividend not transferred to the Investor Education and Protection Fund)

Table of Contents

About this Document 2

Part I – Law(s) Governing the eForm 2

Section and Rules 2

Purpose of the form 3

Reference 3

Part II – Instructions to fill the eForm 3

Specific Instructions to fill the eForm IEPF-3 at Field Level 3

Common Instructions to fill eForm 5

Part III: Important points for successful submission 6

Fee Rules 6

Processing Type 6

Email 7

Annexure A 7

Instruction Kit for eForm IEPF-3

(Form for filing Statement of shares and unclaimed or unpaid dividend not transferred to the Investor Education and Protection Fund)

About this Document

The Instruction Kit has been prepared to help you file eForms with ease. This documents provides references to law(s) governing the eForms, instructions to fill the eForm at field level and common instructions to fill all eForms. The document also includes important points to be noted for successful submission.

User is advised to refer instruction kit specifically prepared for each eForm.

Part I – Law(s) Governing the eForm

Section and Rules

sub-section (6) of section 124 of the Companies Act, 2013 and rule 18(3) of the Investor Education and Protection Fund Authority Rules, 2016

(1) The shares shall be credited to an IEPF suspense account (on the name of the company) with one of the depository participants as may be identified by the Authority within a period of thirty days of such shares becoming due to be transferred to the Fund.

Provided that, in case the beneficial owner has encashed any dividend warrant during the last seven years, such shares shall not be required to be transferred to Fund even though some dividend warrants may not have been encashed.

(2) For the purposes of effecting transfer of such shares, the Board shall authorise the company secretary or any other person to sign the necessary documents.

(3) The company shall follow the procedure, namely:-

(a) The company shall inform at the latest available address, the shareholder concerned regarding transfer of shares three months before the due date of transfer of shares and also simultaneously publish a notice in the leading newspaper in English and regional language having wide circulation, and on their website giving details of such shareholders and shares due for transfer.

Provided that in cases, where the seven years as provided under sub-section (5) of section 124 have been completed or are being completed within three months from the date this rule comes into force, the company shall initiate the aforesaid procedure immediately and transfer the shares on completion of three months;

(b) In case, where there is a specific order of Court or Tribunal or statutory Authority restraining any transfer of such shares and payment of dividend, the company shall not transfer such shares to the Fund:

Provided that the company shall furnish details of such shares and unpaid dividend to the Authority in Form No. IEPF 3 within thirty days of end of financial year;

Purpose of the form

The company/bank is required to transfer the shares and/or the dividend thereon to IEPF account under section 125. Due to the order of court or Tribunal or any statutory authority, if the company does not transfer the amount/shares then all such details shall be filed by the company/bank within 30 days of end of financial year.

Reference

New form introduced as per Investor Education and Protection Fund Authority Rules, 2016

Part II – Instructions to fill the eForm

Specific Instructions to fill the eForm IEPF-3 at Field Level

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

S.No.		Field Name	Instructions
1	a	Corporate identity number (CIN) of company	Enter the Valid CIN of the company. You may find CIN by entering existing registration number or name of the company on the MCA website. (www.mca.gov.in). Click the **Pre-fill** button. Upon clicking the button, system shall automatically display the name, registered office address and email id of the company.

Instruction Kit for eForm IEPF-3

(Form for filing Statement of shares and unclaimed or unpaid dividend not transferred to the Investor Education and Protection Fund)

S.No.		Field Name	Instructions
			In case there is any change in the email ID, you can enter the new valid email ID which would be updated in MCA records upon processing of this eForm.
2		Details of shares and dividend not transferred to IEPF account	Enter the details of the number of shares and the nominal amount and dividend on such shares that is not transferred to IEPF account.
4		Details of shares and dividend	Enter the details related to the shares and dividend not transferred to IEPF. The fields in the table given shall be generated based on the number of entries/ cases entered as per the Category and Kind of shares.
		Attachments	• Order of the Court/Tribunal/ Statutory Authority is a mandatory attachment for filing of this eForm. • Any other relevant information can be attached for reference in pdf format as an Optional Attachment.
		Declaration	Enter the serial number and date of board resolution authorizing the signatory to sign and submit the eForm.
		Digital Signature	The eForm should be digitally signed by director or CEO or CFO or manager or company secretary of the company. It can also be signed by authorized person of the bank.
		Designation	Select the designation of the person digitally signing the eForm. Enter the DIN in case the person digitally signing the eForm is a director or managing director Enter income-tax PAN in case the person signing the eForm is a manager

Instruction Kit for eForm IEPF-3

(Form for filing Statement of shares and unclaimed or unpaid dividend not transferred to the Investor Education and Protection Fund)

S.No.		Field Name	Instructions
			Enter membership number or income-tax PAN in case the person digitally signing the eForm is a secretary. In case of corresponding new bank, it should only be Income-tax PAN

Common Instructions to fill eForm

Buttons	Particulars
Pre-Fill Pre-fill	The **Pre-fill** button can appear more than once in an eForm. The button appears next to a field that can be automatically filled using the MCA database. Click this button to populate the field. **Note**: You are required to be connected to the Internet to use the Prefill functionality.
Attach Attach	Click this document to browse and select a document that needs to be attached to the eForm. All the attachments should be scanned in pdf format. You have to click the attach button corresponding to the document you are making an attachment. In case you wish to attach any other document, please click the optional attach button.
Remove Attachment Remove attachment	You can view the attachments added to the eForm in the **List of attachment** field. To remove any attachment from the eForm, select the attachment in the **List of attachment** field and click the **Remove attachment** button.
Check Form Check Form	1. Click the **Check Form** button after, filling the eForm. 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. 2. Correct the highlighted errors. 3. Click the **Check Form** button again and. system will perform form level validation once again. On successful validations, a message is displayed “Form level pre scrutiny is successful”. **Note**: The Check Form functionality does not require Internet connectivity.

Modify Modify	The Modify button is enabled, after you have checked the eForm using the **Check Form** button. To make changes to the filled and checked form: 1. Click the **Modify** button. 2. Make the changes to the filled eForm. 3. Click the **Check Form** button to check the eForm again.
Pre scrutiny Prescrutiny	After checking the eForm, click the **Prescrutiny** button. System performs some checks and displays errors, if any. 2. Correct the errors. 3. Click the **Prescrutiny** button again. If there are no errors, a message is displayed "No errors found." The **Prescrutiny** functionality requires Internet Connectivity. Please attach signatures before clicking on Prescrutiny.
Submit Submit	This button is disabled at present.

Part III: Important points for successful submission

Fee Rules

S. No	Purpose of the form	Normal Fee	Additional Fee (Delay Fee)	Logic for Additional Fees		Remarks
				Event Date	**Time limit(days) for filing**	
1.	Statement of shares and unclaimed or unpaid dividend not transferred to the Investor Education and Protection Fund.	Companies (Registration of Offices and fees) Rules 2014.Annexure A		From the close of financial year.	30 days	

Processing Type

The eForm will be processed by the office of IEPF (Non STP).

Email

When an eForm is registered by the authority concerned, an acknowledgement of the same is sent to the user in the form of an email at the end of the day to the email id of the company.

Annexure A

In Case of company having share capital

Nominal Share Capital	Fee applicable
Less than 1,00,000	Rupees 200
1,00,000 to 4,99,999	Rupees 300
5,00,000 to 24,99,999	Rupees 400
25,00,000 to 99,99,999	Rupees 500
1,00,00,000 or more	Rupees 600

In case of Company not having share capital

Fee applicable
Rupees 200 per document

Additional Fees

Period of delays	All forms
Up to 30 days	2 times of normal fees
More than 30 days and up to 60 days	4 times of normal fees
More than 60 days and up to 90 days	6 times of normal fees
More than 90 days and up to 180 days	10 times of normal fees
More than 180 days	12 times of normal fees