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About this Document

The Instruction Kit has been prepared to help you file eForms with ease. This document 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.

This document is divided into following sections:

[Part I – Laws Governing the eForm](#)

[Part II – Instructions to fill the eForm](#)

[Part III – Important Points for Successful Submission](#)

Click on any section link to refer to the section.

Part I – Law(s) Governing the eForm

Rule Number(s)

eForm IEPF-4 is required to be filed pursuant to Rule 6(5) and 6(8) of the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016.

Rule 6(5):

While effecting such transfer, the company shall send a statement to the Authority in Form No. IEPF 4 within 30 days of the corporate action taken under clause (c) of sub-rule (3) of rule 6 containing details of such transfer and the company shall also attach a copy of the public notice published under clause (a) of sub-rule (3) of rule 6 in Form No IEPF 4.”.

Rule 6(8):

All benefits accruing on such shares like bonus shares, split, consolidation, fraction shares and the like except right issue shall also be credited to such DEMAT account [by the company which shall send a statement to the Authority in Form No. IEPF-4 within thirty days of the corporate action containing details of such transfer.]”.

Purpose of the eForm

Statement of Shares.

All companies require to transfer the unpaid and unclaimed dividend amount to IEPF account maintained by the Government shall also transfer the respective shares. Details of transferred shares shall be filed in form IEPF-4.

Part II – Instructions to fill the eForm

Specific Instructions to fill the eForm IEPF-4 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.


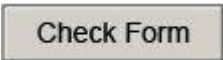


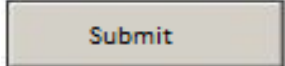
S. No/ Section Name		Field Name	Instructions
1	a	Corporate Identity Number (CIN)	Enter the Valid CIN of the company. You may find CIN by entering existing registration number or name of the company on the MCA website.(www.mca.gov.in) Also the Company should be in Active status. Please check the status in Master data of the company available at MCA site.
	b	Global location number (GLN) of company	This field shall be disabled for the time being
2		Pre-fill button	Click the Pre-fill button. On clicking the button, system shall automatically display the name, registered office address of the company and email address
	a	Name of the company	This will be auto-filled after Pre-fill button is pressed
	b	Address of the registered office of the company	This will be auto-filled after Pre-fill button is pressed

S. No/ Section Name		Field Name	Instructions
	c	email id of the company	This will be auto-filled after Pre-fill button is pressed In case there is any change in the email ID, you can enter the new valid email ID.
3	a	Total nominal amount of shares transferred to the IEPF account	Enter the Total nominal amount of shares transferred to the IEPF account
	b	Total number of shares transferred	Enter the Total number of shares transferred.
4		Purpose of filing	Select from below: -Transfer of shares -Transfer of Shares as benefit accruing on Shares Transferred to IEPF.
5		SRN of form IEPF-1/1-INV/IEPF-4	Enter valid and approved SRN of Form IEPF-1/1-INV in case 'Transfer of shares' is selected in field 4. Enter valid and approved SRN of Form IEPF-4 in case 'Transfer of Shares as benefit accruing on Shares Transferred to IEPF' is selected in field 4.
6		Date of Declaration of benefits accruing on Shares Transferred to IEPF	Mandatory to enter in case 'Transfer of Shares as benefit accruing on Shares Transferred to IEPF' is selected in field 4.
7		Date of Corporate Action to Demat account of IEPF Authority	Enter the Date of Corporate Action to Demat account of IEPF Authority.
8		Financial year to which the amount relates	This will be auto-filled after IEPF-1/1-INV/IEPF-4 SRN's Pre-fill button is pressed
To be digitally signed by		Declaration	Enter the serial number and date of board resolution authorizing the signatory to sign and submit the eForm.

S. No/ Section Name	Field Name	Instructions
	DSC	<p>Ensure the eForm is digitally signed by the Director, Managing Director, Manager, CEO, CFO or Company Secretary.</p> <p>The person should have registered his DSC with MCA by using the following link (www.mca.gov.in). If not already register, then please register before signing this form.</p> <p>Disqualified director should not be able to sign the form.</p>
	DIN or Income-tax PAN or Membership number	<ul style="list-style-type: none"> • In case the person digitally signing the eForm is a Director or Managing Director - Enter the approved DIN. • In case the person digitally signing the eForm is Manager, Chief Executive Officer (CEO) or Chief Financial Officer (CFO) - Enter valid income-tax PAN. • In case the person digitally signing the eForm is Company Secretary - Enter valid membership number.
Attachments	Other attachments are optional	

Common Instructions to fill eForm

Buttons	Particulars
Pre-Fill 	<p>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.</p> <p>Click this button to populate the field.</p> <p>Note: You are required to be connected to the Internet to use the Pre-fill functionality.</p>
Attach 	<p>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.</p>

Buttons	Particulars
	In case you wish to attach any other document, please click the optional attach button.
Remove Attachment 	<p>You can view the attachments added to the eForm in the List of attachment field.</p> <p>To remove any attachment from the eForm, select the attachment in the List of attachment field and click the Remove attachment button.</p>
Check Form 	<ol style="list-style-type: none"> 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". <p>Note: The Check Form functionality does not require Internet connectivity.</p>
Modify 	<p>The Modify button is enabled, after you have checked the eForm using the Check Form button.</p> <p>To make changes to the filled and checked form:</p> <ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. 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." <p>The Prescrutiny functionality requires Internet Connectivity. Please attach signatures before clicking on Prescrutiny.</p>
Submit 	This button is disabled at present.

Part III - Important Points for Successful Submission

Fee Rules

S. No.	Purpose	Normal Fee	Additional Fee (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit(days) for filing
1.	Statement of Shares Transferred to IEPF	Companies (Registration of Offices and fees) Rules 2014. Annexure B		Date of Corporate Action to Demat account of IEPF Authority.	30 Days

Fees payable is subject to changes in pursuance of the Act or any rule or regulation made or notification issued thereunder.

Processing Type

The eForm will be Auto-Approved.

Email

When an eForm is approved/rejected by the authority concerned, an acknowledgement of the same is sent to the user in the form of an email.

Part IV – Post form submission activity for Uploading Investor-wise details

Steps to be followed after successful upload of Form IEPF-4:

1. Challan generated during Payment will have a unique ID and Password.
2. User needs to wait for a day and then upload the Excel related to the form. (Excel format is attached along with the help kit).
3. Once all the fields are entered in excel sheet, click on validate. Then check the errors tab for the errors description (if any).
4. Open the IEPF Portal (www.iepf.gov.in) and click on IEPF services.
5. Click on Upload Excel.

6. Enter relevant details and login using the ID and password provided in the challan at step 1.
7. Browse and upload the file. Success Message will appear on the Screen.
8. After upload, go to 'Confirm Upload' service under IEPF Services.
9. Enter relevant details and then click on 'Confirm' to confirm the upload.
10. If not confirmed by user, then after 7 days the uploaded excel will be auto confirmed by system.
11. User needs to wait for a day and then check the updated status of the SRN.

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

Additional fee

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