

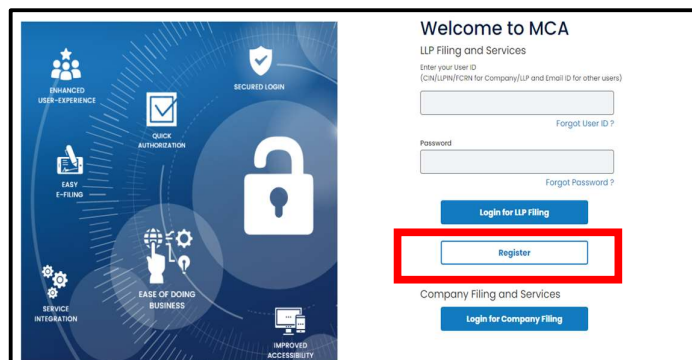
Steps to file IEPF -5 webform to IEPF Authority

Applicable for First time users on MCA21 (not the users who have registered on any early occasion)

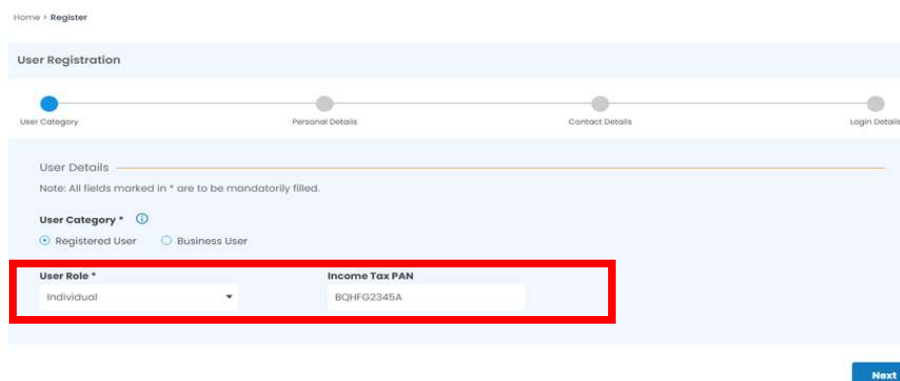
1. Any claimant who is already registered and possessing username to file IEPF -5 form may continue to use the same credentials. In case the claimant has forgot the password, the same be retrieved using Forgot Password option.
2. Any new claimant who is not registered earlier for filing IEPF-5 webform may register using the below steps:
 - a. Click on Sign In/Sign Up tab on the right top corner of the page



- b. Click on register tab on next page



- c. Register after selecting "Registered User" or "business user" based on the User Category

The image shows the 'User Registration' form on the MCA21 website. The form is divided into four steps: 'User Category', 'Personal Details', 'Contact Details', and 'Login Details'. The 'User Category' step is currently active. Under 'User Category', there are two radio buttons: 'Registered User' (selected) and 'Business User'. Below this, there is a 'User Role' dropdown menu highlighted with a red rectangular box, showing 'Individual' selected. To the right of the dropdown is the 'Income Tax PAN' field, which contains the value 'BQHF2345A'. A 'Next' button is located at the bottom right of the form.

- d. Once registered on the new portal, claimant will be sent his username for filing IEPF-5 webform on company portal by email and SMS
- e. The claimant must use the username sent to his email and SMS to login and file IEPF5
- f. In case of any difficulties, claimant may log a ticket on MCA portal or reach out to Helpdesk at 0120-4832500 or appl.helpdesk@mca.gov.in

Note: New username for filing IEPF-5 webform shall only be sent to unique user i.e. users who have never registered for filing IEPF-5 webform earlier using the same credentials viz. Email, Mobile No, PAN No etc.