



File No. 16/01/2018Volll
Government of India
Ministry of Corporate Affairs
Investors Education and Protection Fund Authority


Ground Floor, Jeevan Vihar Building
3, Parliament Street, New Delhi-110001
Dated: 20th July, 2022

To,
All Stakeholders,
Nodal Officers (IEPF) of Companies

Subject: Instructions to issue Entitlement Letter to the Claimant by the Companies.

It has been observed that the claims are being rejected by the companies due to non-receipt of required documents from the claimants or other minor issue such as mismatch of dividend, etc.

2. Companies are required to issue Entitlement Letters to the claimants before claims are filed by them in web form IEPF-5 with the Authority.
3. Therefore, it is directed that henceforth Entitlement Letters shall be issued by the Nodal/ Deputy Nodal Officer of the companies to the claimants with all details required to file IEPF-5 form.
4. Claimants are advised to approach the company for issue of Entitlement letter along with all the required documents before filing of claim(s) with the Authority.
5. The companies are required to verify all the documents before issue of Entitlement Letters to the claimant which shall be issued within 30 days from submission of the documents by the claimant.
6. Companies are also required to provide a copy of E-verification filed by the company along with all related documents to the claimants.
7. This is issued by the approval of the Competent Authority.


(GAURAV Gupta)
Deputy Director
IEPF Authority