



ATTENTION INVESTORS !

Investors/depositors whose shares, unpaid dividends, matured deposits or debentures etc. have been transferred to Investor Education and Protection Fund (IEPF) under Companies Act 1956/2013 can claim refund

GUIDELINES FOR INVESTORS TO FILE CLAIM



Download the form IEPF-5 from the website of IEPF (<http://www.iepf.gov.in>) for filing the claim for refund of shares, unpaid dividends, matured deposits or debentures etc. Read the instructions provided on the website/instruction kit along with the e-form carefully before filling the form.



After filling the form save it on your computer and submit the duly filled form by following the instructions given in the upload link on the website. On successful uploading an acknowledgement will be generated indicating the SRN. Please note the SRN for future tracking of the form.



Take a printout of the duly filled IEPF-5 and the acknowledgment issued after uploading the form.



Submit indemnity bond in original, copy of acknowledgment and self-attested copy of e-form along with the other documents as mentioned in the Form IEPF-5 to Nodal Officer (IEPF) of the company at its registered office in an envelope marked "Claim for refund from IEPF Authority".



Claim forms completed in all aspects will be verified by the concerned company and on the basis of company's verification report, refund will be released by the IEPF Authority in favor of claimants' bank account through electronic transfer.

GUIDELINES FOR COMPANIES TO PROCESS CLAIM



Have you nominated Nodal officer for IEPF?

Every company that has remitted any amount to the IEPF shall nominate a Nodal Officer in accordance with rule 7 (2A) of Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, who will deal with claim/refund forms and coordinate with IEPF Authority.



The details of nodal officers shall be informed to IEPF Authority at email ID ceo_iepfa@mca.gov.in



Processing and verification of claims of Investors is to be done by companies/nodal officer with 15 days of receipt of claim form before sending these to IEPF Authority.



सत्यमेव जयते

Government of India
Ministry of Corporate Affairs
**Investor Education and
Protection Fund Authority**

**For seeking any clarification/guidance, please write to us on
Post Box No. 768, New Delhi-01 or e-mail us at ceo_iepfa@mca.gov.in**