

## Table of Contents

<b>About this Document .....</b>	<b>2</b>
<b>Part I – Law(s) Governing the eForm.....</b>	<b>2</b>
Purpose of the eForm .....	<b>Error! Bookmark not defined.</b>
eForm Number as per Companies Act, 1956.....	2
<b>Part II – Instructions to fill the eForm.....</b>	<b>3</b>
Specific Instructions to fill the eForm IEPF-7 at Field Level .....	3
Common Instructions to fill eForm.....	6
<b>Part III - Important Points for Successful Submission .....</b>	<b>8</b>
Fee Rules.....	8
Processing Type .....	8
Email .....	8
Annexure B .....	<b>Error! Bookmark not defined.</b>

## 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.

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-7 is required to be filed pursuant to Rule 6(13) of Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016

### **Rule 13: Statement to be furnished to the Fund. –**

(13) “Any amount required to be credited by the companies to the Fund as provided under sub-rule (10) (11) and (12) shall be remitted into the specified account in Punjab National Bank, opened by IEPF Authority. The company shall furnish a Statement in Form No. IEPF 7 containing details of such transfer to the Authority within thirty days of transferring the amount or date of enforcement of these rules, whichever is later.”

### Purpose of the eForm

File Statement of amounts transferred to Investor Education and Protection Fund account

eForm Number as per Companies Act, 2013

### Part II – Instructions to fill the eForm

#### Specific Instructions to fill the eForm IEPF-7 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) of company / Bank Corporate Identification number (BCIN)	Enter the Valid CIN/BCIN of the company. You may find CIN/BCIN by entering existing registration number or name of the company on the MCA website.( <a href="http://www.mca.gov.in">www.mca.gov.in</a> )  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 <b>Pre-fill</b> 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
	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.

## Instruction Kit for eForm IEPF-7

(Statement of amounts credited to IEPF on account of shares transferred to the fund)

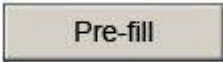
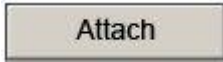



S. No/ Section Name	Field Name	Instructions
3		Select the Bank Name from the drop down list.
	Name of Transfree Bank	
4	Bank Transaction ID	Enter the Bank transaction ID.
5	Date of payment of amount to the form	Enter Date of Payment.
6		Enter the amount transferred.
	Amount credited to fund	
7	Details of the amount transferred to bank account of the fund	The date field in the below table would be enabled only if the value is entered in the corresponding field 'Amount (in Rs.)'
	a	Enter the amount/date for Dividend on shares transferred to IEPF The amount should be greater than zero
	b	Enter the amount/date for Proceeds realized on delisting of companies with respect to shares transferred to IEPF The amount should be greater than zero
	c	Enter the amount/date for Proceeds realized on winding up of companies with respect to shares transferred to IEPF The amount should be greater than zero
	D	Enter other amount credited to the fund.  The amount should be greater than zero. The date field would be disabled in this case.
	Others	
		This number will be auto-filled as per below calculations:
	Total	

## Instruction Kit for eForm IEPF-7

(Statement of amounts credited to IEPF on account of shares transferred to the fund)


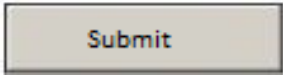
S. No/ Section Name		Field Name	Instructions
			<p>Total = Sum of all the amounts in the fields from 7(a) to 7(d)</p> <p>Shall be greater than zero and be equal to the amount prefilled in field 6 'Amount credited to the fund'.</p> <p>At least one of the field 7(a) to 7(d) should be entered</p> <p>The date field would be disabled in this case.</p>
8		Financial year(s) to which the amount(s) relates	Give short description of the financial year(s) to which the amount(s) relates
<b>To be digitally signed by</b>		Declaration	Enter the serial number and date of board resolution authorizing the signatory to sign and submit the eForm.
		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 (<a href="http://www.mca.gov.in">www.mca.gov.in</a>). 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"> <li>In case the person digitally signing the eForm is a Director or Managing Director - Enter the approved DIN.</li> <li>In case the person digitally signing the eForm is Manager, Chief Executive Officer (CEO) or Chief Financial Officer (CFO) - Enter valid income-tax PAN.</li> <li>In case the person digitally signing the eForm is Company Secretary - Enter valid membership number.</li> </ul>
<b>Attachments</b>		<ol style="list-style-type: none"> <li>Copy of Resolution declaring dividend/ winding up order/ delisting order is mandatory to attach.</li> <li>Other attachments are optional</li> </ol>	

### Common Instructions to fill eForm

Buttons	Particulars
<b>Pre-Fill</b> 	<p>The <b>Pre-fill</b> 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><b>Note:</b> You are required to be connected to the Internet to use the Pre-fill functionality.</p>
<b>Attach</b> 	<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> <p>In case you wish to attach any other document, please click the optional attach button.</p>
<b>Remove Attachment</b> 	<p>You can view the attachments added to the eForm in the <b>List of attachment</b> field.</p> <p>To remove any attachment from the eForm, select the attachment in the <b>List of attachment</b> field and click the <b>Remove attachment</b> button.</p>
<b>Check Form</b> 	<ol style="list-style-type: none"> <li>1. Click the <b>Check Form</b> 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.</li> <li>2. Correct the highlighted errors.</li> <li>3. Click the <b>Check Form</b> button again and. system will perform form level validation once again. On successful validations, a message is displayed “Form level pre scrutiny is successful”.</li> </ol> <p><b>Note:</b> The Check Form functionality does not require Internet connectivity.</p>
<b>Modify</b> 	<p>The Modify button is enabled, after you have checked the eForm using the <b>Check Form</b> button.</p> <p>To make changes to the filled and checked form:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Modify</b> button.</li> <li>2. Make the changes to the filled eForm.</li> <li>3. Click the <b>Check Form</b> button to check the eForm again.</li> </ol>
<b>Pre scrutiny</b>	<ol style="list-style-type: none"> <li>1. After checking the eForm, click the <b>Prescrutiny</b> button. System performs some checks and displays errors, if any.</li> </ol>

## Instruction Kit for eForm IEPF-7

(Statement of amounts credited to IEPF on account of shares transferred to the fund)

Buttons	Particulars
	<p>2. Correct the errors.</p> <p>3. Click the <b>Prescrutiny</b> button again. If there are no errors, a message is displayed “No errors found.”</p> <p>The <b>Prescrutiny</b> functionality requires Internet Connectivity. Please attach signatures before clicking on Prescrutiny.</p>
<p>Submit</p> 	<p>This button is disabled at present.</p>

## Part III - Important Points for Successful Submission

### Fee Rules

S.No	Purpose of the form	Normal Fee	Additional Fee (Delay Fee)	Logic for Addition of Fees		Remarks
				Event Date	Time limit (days) for filing	
1.	File Statement of Amounts credited to Investor Education and Protection Fund	<a href="#">Companies (Registration of Offices and fees) Rules 2014.Annexure B</a>		Date of transfer of amount or Date of notification of Rule ( whichever is later)	30 days <sup>1</sup>	

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 processed by the office of Registrar of Companies (Non STP). On processing of the eform the details will be saved with MCA.

### 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-7:

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).

<sup>1</sup> MCA to prescribe the necessary rule for due date of filing of IEPF-7

4. Open the IEPF Portal ([www.iepf.gov.in](http://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. User needs to wait for a day and then check the updated status of the SRN.

### Annexure B

#### Fee applicable in case of company having share capital

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

#### Fee applicable 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