



CLAIMING OF SHARES THROUGH IEPF-5

1. The person, in respect of whom any amount is transferred to the IEPF, can make an application by filing Form IEPF-5 with the IEPF authority set up by Ministry of Corporate affairs (“MCA”) that shall further process the application.
2. The applicant is required to Log-in or register on the website of MCA, the Link for registering on MCA is as follows (<http://www.mca.gov.in/mcafoportal/loadUserRegistration.do?link=loadUserRegistration>).
3. The Form IEPF-5 is a web - based form and can be filled on the website of MCA. (<http://www.mca.gov.in/mcafoportal/run/iepf5>).
4. The Following information is required to be filled in:

I) Particulars of the Applicant:

1. Name of the applicant-
2. Father's name-
3. Date of Birth-
4. PAN of Applicant-
5. Address of the applicant-
6. Phone Number-
7. Aadhaar Number or *Passport/OCI/PIO Card No. (in case of NRI/foreigners) *-*
8. Particulars of the Company from which amount is due. (**Name of the Company**).

II) Is it a case covered under rule 7 (8) & 7(9) of IEPF Rules, 2016 i.e. In case, claimant is a legal heir or successor or administrator or nominee of the registered share holder.

Yes No

1. Name of original security holder
2. Relation of claimant with security holder
3. Number of Nominee/legal heirs

III) Type of Claim

1) Amount and Shares 2) Amount

IV) Details of shares claimed (More than one Folio for one company can be added)

Number of Folio-

Type of holding (Physical/DEMAT)	Folio No./ Complete Demat Account used for transfer to IEPF	Type of shares (Equity or Preference)	No. of shares (Qty)

V) Details of amount claimed:

Number of Claims-

Type of claim	Type of Holding (Physical/DEMAT)	Folio No./ Complete Demat Account used for transfer to IEPF	Amt. of the claim	Financial Year to which the claim relates	Reason for non-receipt


VI) Details of bank account in which refund of claim to be made:

- i) Bank Account Number
- ii) Bank name
- iii) Bank Branch
- iv) Type of Account
- v) IFSC Code

VII) DEMAT Account Number

VIII) Attachments required:

- i) Aadhar card of the claimant and if joint holders are there, copy of Aadhar card of all joint holders.
- ii) Passport, OCI, and PIO card in case of Foreigners and NRI.
- iii) Client master list of De-mat A/c of the claimant.
- iv) Proof of entitlement (Bonds/ Debentures/Fixed Deposit receipt/Certificate of share/ Interest warrant/ Dividend warrant/Application No./ Statement of transaction etc.)

 **After filing the form the applicant is required to verify the same with OTP both on Phone as well as on Email-id.**

 **After successful verification of the Form, an acknowledgement receipt needs to be downloaded along with Indemnity Bond (original), Advance Receipt, and PDF version of the form.**

DOCUMENTS REQUIRED TO BE SUBMITTED TO THE NODAL OFFICER

You are also required to send the attachments prescribed below in physical form to Nodal Officer (IEPF) i.e. **Mr. Amit Jaiswal, Jagran Prakashan Limited, Address: JAGRAN BUILDING 2, SARVODAYA NAGAR, KANPUR -208005** of the company at its registered office in an envelope marked “claim for refund from IEPF Authority” for initiating the verification for claim:

- i) Print out of duly filled claim form with signature **along with annexures submitted with form.**
- ii) Copy of acknowledgement generated after uploading the claim Form IEPF 5.
- iii) Copy of Indemnity Bond (original) auto generated after uploading the claim Form IEPF 5 with claimant signature and proof of payment of applicable stamp duty (Refer Help Kit for Stamp Duty Details).
- iv) If shares claimed are in physical form original certificate/shares thereto.
 - v) Original Cancelled Cheque leaf.
 - vi) Signed Aadhar and PAN card.
 - vii) Other optional documents, (if any).