



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

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-encashment

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) Advance Stamped receipt auto generated after uploading the claim Form IEPF 5 with claimant signature and two witnesses (After Pasting Revenue Stamp).
- v) Original Cancelled Cheque leaf.
- vi) Signed Aadhar and PAN card.
- vii) Other optional documents, (if any).