

Ministry of Corporate Affairs



M MINISTRY OF
C CORPORATE
A AFFAIRS
GOVERNMENT OF INDIA

Company e-Filing Form IEPF-5

Start



Application to the Authority for claiming unpaid amounts and shares out of Investor Education and Protection Fund (IEPF).



The objective of Company e-Filing Form IEPF-5:



- To make application to the Authority for claiming unpaid amounts and shares out of Investor Education and Protection Fund (IEPF) process simplified.

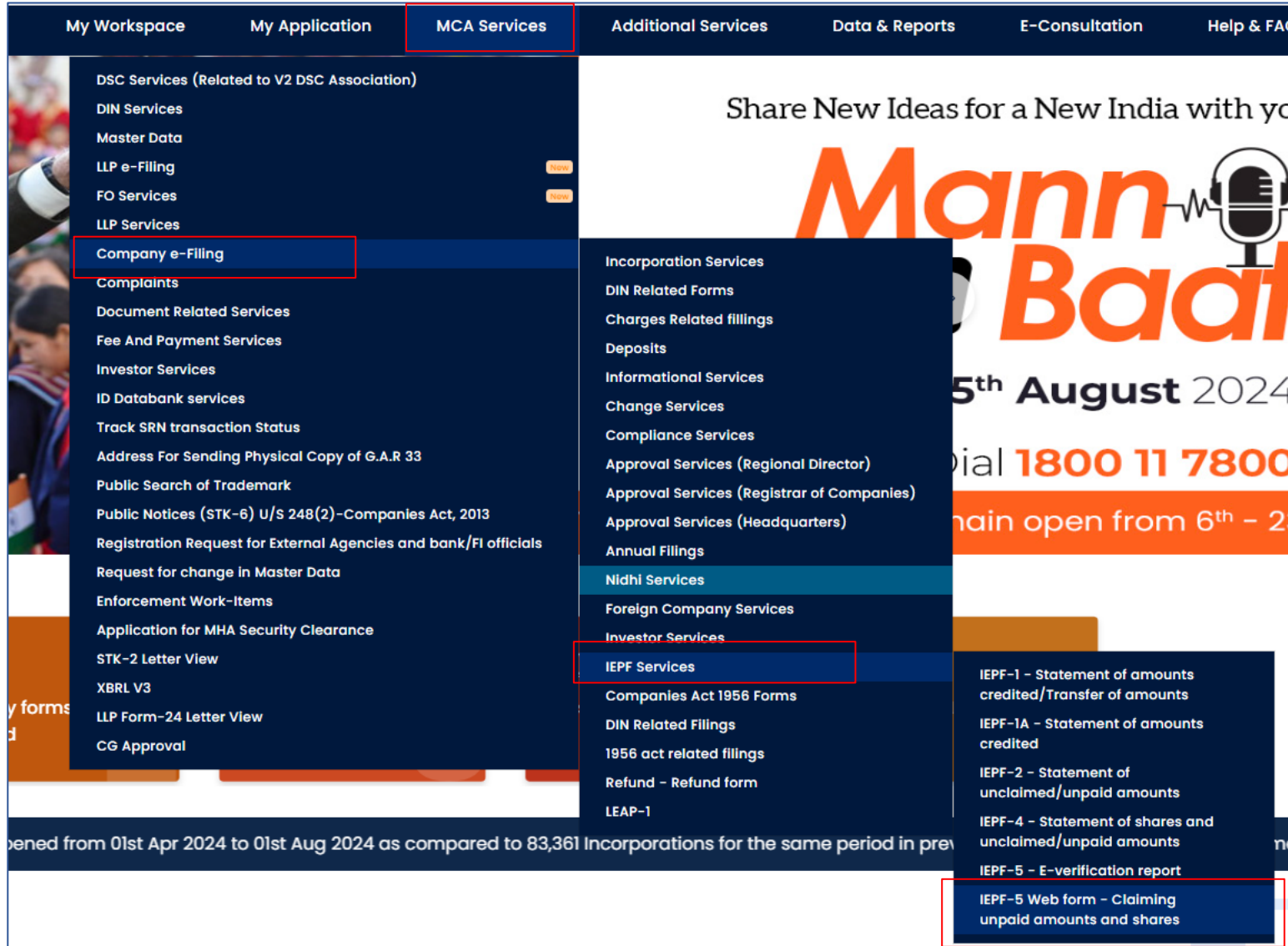


The Company Form IEPF-5 is pursuant to Section 125(3) of the Companies Act 2013 and Rule 7 of the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016.



- The e-Filing Form IEPF-5 aims to simplify the process for filing application to the IEPF Authority for claiming unpaid amounts and shares out of Investor Education and Protection Fund (IEPF). The person in respect of whom any amount is transferred to the IEPF, can make an application by filing webform IEPF-5 with the IEPF authority set up by MCA that shall further process the application. Application can also be made by any legal representative of the deceased person. IEPF authority may seek necessary clarifications from the concerned company / bank.

Steps to access IEPF-5 Form



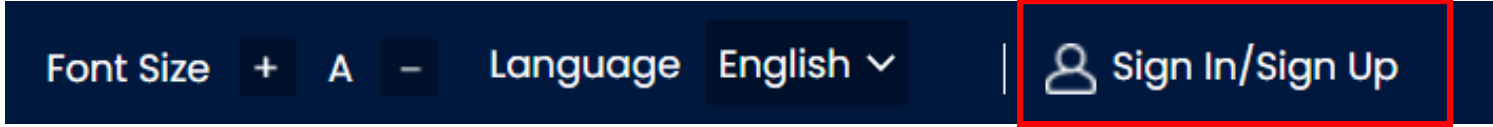
The screenshot shows the MCA Services menu on the Ministry of Corporate Affairs website. The 'MCA Services' menu is open, showing 'Company e-Filing' selected. A sub-menu is open for 'Company e-Filing', showing 'IEPF Services' selected. A further sub-menu is open for 'IEPF Services', showing 'IEPF-5 Web form - Claiming unpaid amounts and shares' selected.

- My Workspace
- My Application
- MCA Services**
 - DSC Services (Related to V2 DSC Association)
 - DIN Services
 - Master Data
 - LLP e-Filing
 - FO Services
 - LLP Services
 - Company e-Filing**
 - Complaints
 - Document Related Services
 - Fee And Payment Services
 - Investor Services
 - ID Databank services
 - Track SRN transaction Status
 - Address For Sending Physical Copy of G.A.R 33
 - Public Search of Trademark
 - Public Notices (STK-6) U/s 248(2)-Companies Act, 2013
 - Registration Request for External Agencies and bank/FI officials
 - Request for change in Master Data
 - Enforcement Work-Items
 - Application for MHA Security Clearance
 - STK-2 Letter View
 - XBRL V3
 - LLP Form-24 Letter View
 - CG Approval
 - Incorporation Services
 - DIN Related Forms
 - Charges Related fillings
 - Deposits
 - Informational Services
 - Change Services
 - Compliance Services
 - Approval Services (Regional Director)
 - Approval Services (Registrar of Companies)
 - Approval Services (Headquarters)
 - Annual Filings
 - Nidhi Services
 - Foreign Company Services
 - Investor Services
 - IEPF Services**
 - IEPF-1 - Statement of amounts credited/Transfer of amounts
 - IEPF-1A - Statement of amounts credited
 - IEPF-2 - Statement of unclaimed/unpaid amounts
 - IEPF-4 - Statement of shares and unclaimed/unpaid amounts
 - IEPF-5 - E-verification report
 - IEPF-5 Web form - Claiming unpaid amounts and shares**
 - Companies Act 1956 Forms
 - DIN Related Filings
 - 1956 act related fillings
 - Refund - Refund form
 - LEAP-1
- Additional Services
- Data & Reports
- E-Consultation
- Help & FA

- 1 Go to the MCA Services menu of the menu navigation bar
- 2 Go to Company e-Filing
- 3 Go to IEPF Services
- 4 Go to IEPF-5 Web form-Claiming unpaid amounts and shares



Login to access Company Form IEPF-5



- The top navigation bar contains a Sign In/Sign Up tab for user's registration and login to the website.
- Once a user logs in to the MCA website, they can access MCA services such as uploading E-Forms, make payments, and annual E-Filing using My Workspace.

The screenshot shows the MCA User Login / Registration page. The top navigation bar includes links for 'Skip to Main Content' and 'Sitemap', along with 'Theme Light', 'Font Size + A -', 'Language English', and a highlighted 'Sign In/Sign Up' button. The main header features the Ministry of Corporate Affairs logo and the tagline 'EMPOWERING BUSINESS, PROTECTING INVESTORS' with sub-points: 'REGULATOR • INTEGRATOR • FACILITATOR • EDUCATOR'. A search bar is located on the right. The page title is 'MCA User Login / Registration'. The central graphic highlights several service features: 'ENHANCED USER-EXPERIENCE', 'EASY E-FILING', 'SERVICE INTEGRATION', 'QUICK AUTHORIZATION', 'EASE OF DOING BUSINESS', 'SECURED LOGIN', and 'IMPROVED ACCESSIBILITY'. On the right, the 'Welcome to MCA' section contains a 'User ID' field (with a 'Forgot User ID?' link), a 'Password' field (with a 'Forgot Password?' link), a 'Captcha' field (with a 'Refresh Captcha' link and a 'Validate Captcha' button), and three buttons: 'Login for V3 Filing', 'Register', and 'Login for V2 Filing'.



e-Filing Form IEPF-5

All fields marked in * are mandatory

Applicant details Edit

Particulars of the applicant

1 (a) *Category of Applicant
 Individual Entity

Individual's details

(b) First Name
Rosita

(c) Middle Name
Enter Here

(d) Last Name
Sonusre

(e) Father's First Name
Enter Here

(f) Father's Middle Name
Enter Here

(g) Father's Last Name
Minj

(h) *Date of Birth (DD/MM/YYYY)
13/12/1981

Contact Details of Applicant(*Please enter +91 before entering 10 digit mobile number if mobile number belongs to india*)

(m) * Address of the applicant
Noida

(n) Phone number
Enter Here

(o) *Mobile Number (with Country code)
919810338109

Send OTP Re send OTP

(p) *Enter OTP for Mobile Number
1729

(q) *E-mail ID
rosita.sonusre@hpe.com

(r) *Enter OTP for E-mail ID
9780

Verify OTP Send OTP Re send OTP Verify OTP

Aadhaar is mandatory in case of resident individual

(s) Aadhaar Number
586023121200

(s) (i) *Aadhaar Card of the claimant and if joint holders are there, copy of Aadhaar card of all joint holders
 Max 2 MB Choose File
 Test data.pdf

(t) Passport, OCI and PIO card number in case of foreigners and NRI
Enter Here

(u) *PAN of the applicant
APOP4249N

Verify PAN
Pan Validated Successfully.

- Enter applicant details.
- Enter Individual/Entity details.
- Enter Contact Details of Applicant.
- Aadhaar Card of the claimant and if joint holders are there, copy of Aadhaar card of all joint holders
- Enter PAN of the applicant.
- Enter CIN or Company Name to find the CIN.
- Click on Next button to proceed.



e-Filing Form IEPF-5

Company /Bank details

2 *Particulars of the company from which the amount is due

(a) *Corporate Identity number (CIN) of company / Bank Corporate Identification number (BCIN)
L25209GJ1992PLC017791

(b) *Name of the company/bank
NARMADA MACPLAST DRIP IRRIGATION S*

(c) *Address of the registered office of the company/bank
PLOT NO.119-120,SANTEJ VADARS ROAD N

(d) *Email ID of the company/bank
*****test.com

3(a) *Is it a case covered under rule 7(8) & 7(9) of IEPF Rules, 2016
 Yes No

Details of the Claim

4. *Type of Claim
 Amount Amount and Shares

Details of amount claimed

6 (a) Number of claims
1

(b) Year wise details of securities/deposits for which the amount is claimed

S.No.	Type of claim (Unpaid dividend/ Application money due for refund/ Matured deposits/ Matured debentures/ Other)	Type of Holding (Physical / Demat)	Folio No. from which transfer has been made to IEPF Complete Demat account number from which transfer has been made to IEPF	Amount Of The Claim	Financial Year to which claim relates	Reason for non-receipt/non-encashment of the instrument of payment
1	Unpaid dividend	Phy:	24	100	2017-20	
			Total	100		

7 Refund Account Details (Details of Bank account in which refund shall be credited)

(a) *Bank account number
1972015022398

(b) *Bank Name
ICICI BANK

(c) *IFSC Code
ICIC0001972

(d) *Bank Branch
NOIDA

Save Next

- Enter Corporate Identity Number (CIN) / Bank Corporate Identification number (BCIN).
- Enter Type of claim and Detail of amount claimed.
- Enter Refund Account Details.
- Click on Next button to proceed.



e-Filing Form IEPF-5

Attachment

(a) *Client Master List of De-mat A/c of the claimant / Transaction statement for demat holding

Max 2 MB Choose File

Test data.pdf ✕

(b) *Proof of entitlement (Entitlement letter issued by company/Bonds/Debentures/Fixed Deposit receipts/Certificate of share/Interest warrant/Dividend warrant, Application No./Statement of transaction, documents for loss of original share certificates as per rules etc.)

Max 2 MB Choose File

Test data.pdf ✕

(c) *Bank cheque copy

Max 2 MB Choose File

Test data.pdf ✕

(d) Optional Attachment

Max 2 MB Choose file

Declaration

I declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. I further declare that all the information given herein above is true, correct and complete including the attachments to this form and nothing material has been suppressed.

I declare that I have not claimed/ will not claim, the shares and/or amount claimed under the same folio and/or for same financial year on any earlier occasion for this company/bank.

* I understand that I, am the claimant and after filing the refund claim in this form online, shall send the attachments prescribed below to Nodal Officer (IEPF) of the company / bank at its registered office in an envelope marked "claim for refund from IEPF Authority" for initiating the verification for claim

1. Print out of duly filled claim form with claimant signature
2. Copy of acknowledgement
3. Indemnity Bond (original) with claimant signature
4. In case of refund of matured deposit or debenture, original certificate thereto
5. Copy of Aadhaar Card
6. Proof of entitlement (certificate of share/Interest warrant Application No. etc.)
7. Cancelled Cheque leaf
8. Copy of Passport, OCI and PI card in case of foreigners and NRI
9. Other optional document,(if any)

Previous
Save
Next

- Attach Client Master List of De-mat A/c of the claimant / Transaction statement for demat holding.
- Attach Proof of entitlement (Bonds / Debentures / Fixed Deposit receipts / Certificate of share / Interest warrant / Dividend warrant, Application No. /Statement of transaction, documents for loss of original share certificates as per rules etc.)
- Attach Bank cheque copy
- Other attachment(s), (if any).
- Click on Next button to proceed.



e-Filing Form IEPF-5

Attachment Edit

<p>(a) *Client Master List of De-mat A/c of the claimant / Transaction statement for demat holding</p> <p>Max 2 MB Choose File</p> <p>Test data.pdf</p>	<p>(b) *Proof of entitlement (Entitlement letter issued by company/Bonds/Debentures/Fixed Deposit receipts/Certificate of share/Interest warrant/Dividend warrant, Application No./Statement of transaction, documents for loss of original share certificates as per rules etc.)</p> <p>Max 2 MB Choose File</p> <p>Test data.pdf</p>
<p>(c) *Bank cheque copy</p> <p>Max 2 MB Choose File</p> <p>Test data.pdf</p>	<p>(d) Optional Attachment</p> <p>Max 2 MB Choose file</p>

Declaration

I declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. I further declare that all the information given herein above is true, correct and complete including the attachments to this form and nothing material has been suppressed.

I declare that I have not claimed/ will not claim, the shares and/or amount claimed under the same folio and/or for same financial year on any earlier occasion for this company/bank.

* I understand that I, am the claimant and after filling the refund claim in this form online, shall send the attachments prescribed below to Nodal Officer (IEPF) of the company / bank at its registered office in an envelope marked "claim for refund from IEPF Authority" for initiating the verification for claim

1. Print out of duly filled claim form with claimant signature
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4. In case of refund of matured deposit or debenture, original certificate thereto
5. Copy of Aadhaar Card
6. Proof of entitlement (certificate of share/Interest warrant Application No. etc.)
7. Cancelled Cheque leaf
8. Copy of Passport, OCI and PI card in case of foreigners and NRI
9. Other optional document, (if any)

Previous Save Submit

- Review the complete form before submit.
- Click on Submit button to proceed.



Company Form IEPF-5

e-Filing Form IEPF-5

The screenshot shows the 'Application History' page on the MCA21 portal. It features a navigation menu at the top, search filters, and a table of applications. The first application is highlighted as 'Pending for Action'.

Sr no.	Form	Identification Number	Name of the entity / individual	SRN of e-form	Status of the form	Last modification date	Action button
1	IEPF-5	L25209GJ1992PLC017791	NARMADA MACPLAST DRIP IRRIGATION SYSTEMS LIMITED	AA0104707	Pending for submission of postal receipt	24/06/2024	Edit Form, Download PDF, Submit Postal receipt details, Cancel SRN
2	CRA-2	U25111KL1972PLC002449	APOLLO TYRES LIMITED.	AA0102730	Pending for DSC Upload and Payment	21/06/2024	Edit Form, Download PDF, Upload PDF, Cancel SRN
3	CRA-2	U24230MH1997PTC111122	CHIRON BEHRING VACCINES PRIVATE LIMITED	AA0102722	Pending for DSC Upload and Payment	21/06/2024	Edit Form, Download PDF, Upload PDF, Cancel SRN

- IEPF-5 form is submitted against SRN number
- Form is pending for 'Submit Postal Receipt Details'
- User will receive a system generated Acknowledgement mail along with Indemnity Bond.
- Click on Submit Postal Receipt Details.



The screenshot displays the MCA21 website interface for filing Form IEPF-5. The header includes the Ministry of Corporate Affairs logo and navigation links: REGULATOR, INTEGRATOR, FACILITATOR, EDUCATOR. A search bar is present on the right. The main navigation menu includes: Home, About MCA, Acts & Rules, My Workspace, My Application, MCA Services, Additional Services, Data & Reports, E-Consultation, Help & FAQs, and Contact Us. The breadcrumb trail reads: MCA Services > Company e-Filing > IEPF Services > IEPF-5 Web form - Claiming unpaid amounts and shares.

Form No. IEPF-5
Application to the Authority for claiming unpaid amounts and shares out of Investor Education and Protection Fund (IEPF)
[Pursuant to Section 125 (3) of the Companies Act, 2013 and rule 7 of the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016] [Refer instruction kit for filing the form](#)

Form language: English Hindi

1. *Date of post of original documents:
The date entered cannot be greater than the system date. Kindly enter a valid date.

Scanned copy of postal receipt:

- After submitting the details of Postal Submission of documents.
- The web form will be submitted successfully.
- Payment is not applicable on this form.



Company Form IEPF-5

Payment

The screenshot shows the 'Application History' page on the MCA21 portal. It includes a search bar, navigation menu, and a table of applications. The 'Under Processing' filter is selected.

Sr no.	Form	Identification Number	Name of the entity / Individual	SRN of e-form	Status of the form	Last modification date	Action button
1	IEPF-5	L25206GJ1962PLC017791	NARMADA MACPLAST DRIP IRRIGATION SYSTEMS LIMITED	AA0105698	Pending for e-verification report	04/07/2024	Download PDF
2	ADT-4	U70101DL1996FTC083568	EXACT DEVELOPERS AND PROMOTERS PRIVATE LIMITED	AA0105621	Under Processing	04/07/2024	Download PDF

- User can check the status of Web form in the Under Processing Tab at their Dashboard
- The Status will be changed to 'Pending for E-Verification Report'
- Form will go into the queue of Nodal or Deputy Nodal officer dashboard for filing E-Verification Report.



Thank You

Instruction Kit for Form No. IEPF-5
(Application to the Authority for claiming unpaid amounts and
shares out of Investor Education and Protection Fund (IEPF))

Table of Contents

1	PART I – LAW(S) GOVERNING THE WEBFORM.....	3
1.1	Purpose of the webform.....	3
1.2	Important Check Points while filling up the webform	3
2	PART II – ACCESSING FORM NO. IEPF-5 APPLICATION	4
2.1	Application Process for Form No. IEPF-5	4
3	PART III – INSTRUCTIONS TO FILL THE WEBFORM	5
3.1	Specific Instructions to fill ‘Form No. IEPF-5’ at Field Level	5
3.2	Other instructions to fill ‘Form No. IEPF-5’	10
4	PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION	11
4.1	Fee rules.....	11
4.2	Processing Type.....	11
4.3	Useful links.....	11

Instruction Kit for Form No. IEPF-5
(Application to the Authority for claiming unpaid amounts and
shares out of Investor Education and Protection Fund (IEPF))

ABOUT THIS DOCUMENT

This Instruction Kit is designed as a step-by-step guide to assist the user in filling up the webform. This document provides references to law(s) governing the webform, guidelines to access the application, instructions to fill the webform at field level and important check points while filling up the webform along with other instructions to fill the webform.

User is advised to refer to the respective instruction kit for filing of each webform.

This document is divided into following sections:



Part I – Law(s) governing the webform



Part II– Accessing Form No. IEPF-5 application



Part III – Instructions to fill the webform



Part IV – Key points for successful submission

Click on any section link to refer to the particular section.

Instruction Kit for Form No. IEPF-5
(Application to the Authority for claiming unpaid amounts and
shares out of Investor Education and Protection Fund (IEPF))

1 PART I – LAW(S) GOVERNING THE WEBFORM

Pursuant to Section [125\(3\)](#) of the Companies Act 2013 and Rule [7](#) of the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016

1.1 Purpose of the webform

Form No. IEPF-5 aims to simplify the process for filing application to the IEPF Authority for claiming unpaid amounts and shares out of Investor Education and Protection Fund (IEPF). The person in respect of whom any amount is transferred to the IEPF, can make an application by filing webform IEPF-5 with the IEPF authority set up by MCA that shall further process the application. Application can also be made by any legal representative of the deceased person. IEPF authority may seek necessary clarifications from the concerned company / bank.

1.2 Important Check Points while filling up the webform

- ✓ *Please read instructions and guidelines carefully before filling online application webforms.*
- ✓ *Please attach the required mandatory supporting documents in the specified format only.*
- ✓ *Please ensure that applicant of the webform is registered as business user/registered user on the MCA portal before filing the webform.*
- ✓ *Please ensure that the applicant has a valid PAN.*
- ✓ *Please ensure no other IEPF-5 webform has been filed (all pending statuses) /approved, with same folio number or demat account number as entered in the webform.*
- ✓ *Please ensure CIN / BCIN entered is valid.*
- ✓ *Please note single name is allowed in applicant name and/or father's name only in case same single name is there in PAN database.*
- ✓ *If the space within any of the fields is not sufficient to provide all the information, then additional details can be provided as an optional attachment to the webform.*

2 PART II – ACCESSING FORM NO. IEPF-5 APPLICATION

2.1 Application Process for Form No. IEPF-5

2.1.1 Initial Submission

2.1.1.1 Option 1

STEP 1: Access MCA homepage

STEP 2: Login to MCA portal with valid credentials¹

STEP 3: Select “MCA services”

STEP 4: Select “Company e-Filing”

STEP 5: Navigate to the header “IEPF Services”

STEP 6: Access “IEPF-5 Web Form-Claiming unpaid amounts & shares”

STEP 7: Fill up the application

STEP 8: Save the webform as a draft (optional)²

STEP 9: Submit the webform

STEP 10: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA)

STEP 11: Acknowledgement and indemnity bond are generated

STEP 12: Intimation to the company/bank about application made in webform IEPF-5

STEP 13: Dispatch of documents by the claimant

STEP 14: Submission of postal receipt by the claimant

STEP 15: Pending for E-Verification report

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access Form No. IEPF-5 through search bar on MCA homepage (website search)³

STEP 3: Login to MCA portal with valid credentials

STEP 4: Fill up the application

STEP 5: Save the webform as a draft (optional)²

STEP 6: Submit the webform

STEP 7: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA)

STEP 8: Acknowledgement and indemnity bond are generated

STEP 9: Intimation to the company/bank about application made in webform IEPF-5

STEP 10: Dispatch of documents by the claimant

STEP 11: Submission of postal receipt by the claimant

STEP 12: Pending for E-Verification Report

¹ In case Option 1 is selected, the user will have an option to either login immediately after accessing the MCA homepage, or login after selecting “Application to the Authority for claiming unpaid amounts and shares out of Investor Education and Protection Fund (IEPF)” in case the user is not already logged in.

² The option to save the webform as a draft shall be enabled once the user enters the CIN / BCIN.

³ In case Option 2 is selected, the user will have an option to either login immediately after accessing the MCA homepage or login after performing the website search.

3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill ‘Form No. IEPF-5’ at Field Level

Instructions to fill ‘Form No. IEPF-5’ are tabulated below at field level. Only important fields that require detailed instructions are explained. Self-explanatory fields are not explained.

Field No.	Field Name	Instructions
	Individual's details	
1(b)	First Name	i. This field shall be displayed & mandatory in case 'Individual' is selected in field number 1(a) i.e. "Category of Applicant".
1(c)	Middle Name	ii. User is not allowed to enter a single alphabet in this field.
1(d)	Last Name	iii. Both first name and last name fields can't be left blank.
1(e)	Father's First Name	iv. The name shall be verified based on PAN-Kindly ensure that first name, Middle name and Last name are valid.
1(f)	Father's Middle Name	
1(g)	Father's Last name	
1(h)	Date of Birth (DD/MM/YYYY)	i. This field shall be displayed & mandatory in case 'Individual' is selected in field number 1(a) i.e. "Category of Applicant". ii. Date of birth entered by user shall be greater than the system date and less or equal to 18 years from system date.
	Entity details	
1(j)	CIN / FCRN / LLPIN / FLLPIN / Registration No.	i. This field shall be displayed and mandatory in case 'Entity' is selected in field number 1(a) i.e. "Category of Applicant". ii. In case the entity is a company- Kindly ensure valid CIN shall be entered. iii. In case the entity is a foreign company- Kindly ensure valid FCRN shall be entered. iv. In case the entity is LLP – Kindly ensure LLPIN shall be entered. v. In case the entity is Foreign LLP – Kindly ensure FLLPIN shall be entered vi. In case the entity is a HUF, sole proprietorship, partnership or any other such entity -Kindly ensure valid Registration number or N/A shall be entered.
1(k)	Name of Entity	i. This field shall be displayed and mandatory in case 'Entity' is selected in field number 1(a) i.e. "Category of Applicant".
1(l)	Date of Incorporation (DD/MM/YYYY)	ii. This field shall be prefilled on the basis of 'CIN'/'LLPIN'/'FCRN'/'FLLPIN' entered in field number 1(j) i.e. "CIN / FCRN / LLPIN / FLLPIN / Registration No."

Instruction Kit for Form No. IEPF-5
(Application to the Authority for claiming unpaid amounts and shares out of Investor Education and Protection Fund (IEPF))

Field No.	Field Name	Instructions
		iii. In case wherein this field is not prefilled, then the user needs to manually enter details in this field.
1(m)	Contact Details of Applicant Address of the applicant	i. This field shall be prefilled on the basis of 'CIN'/'LLPIN'/'FCRN'/'FLLPIN' entered in field number 1(j) i.e. "CIN / FCRN / LLPIN / FLLPIN / Registration No." ii. In case wherein this field is not prefilled, then the user needs to manually enter details in this field.
1(n)	Phone number	'+91' shall be pre-filled and rest 10 characters will be entered by the user.
1(o)	Mobile Number (with Country code)	
	Send OTP	i. Upon clicking on "Send OTP" button, an OTP shall be sent to the mobile number of the applicant. ii. In case the user does not receive OTP within one minute, they can click on "Sent OTP" button again to resend the previous OTP. iii. The OTP send to the mobile number shall be valid for 30 minutes.
1(p)	Enter OTP for mobile number	i. User shall be able to enter OTP, received in the mobile number. ii. The OTP entered should be a valid OTP and matching with the system generated OTP.
	Verify OTP	i. Upon clicking on 'Verify OTP' button, mobile number of the applicant will be verified based on the OTP entered by the user.
1(s)	Aadhaar Number	This field shall be displayed in case 'Individual' is selected in field number 1(a) i.e. "Category of Applicant" and mandatory in case of Indian National.
1(s)(i)	Aadhaar Card of the claimant and if joint holders are there, copy of Aadhaar card of all joint holders	i. This attachment shall be displayed and mandatory in case Aadhaar number is entered in field number 1(s) i.e. "Aadhaar Number". ii. The attachment shall be either in pdf or .jpg format. iii. The maximum size allowed for the attachment shall be 2MB.
1(t)	Passport, OCI and PIO card number in case of foreigners and NRI	This field shall be displayed incase 'Individual' is selected in field number 1(a) i.e. "Category of Applicant" and mandatory in case of Foreign National.

Instruction Kit for Form No. IEPF-5
(Application to the Authority for claiming unpaid amounts and shares out of Investor Education and Protection Fund (IEPF))

Field No.	Field Name	Instructions
1(t)(i)	Copy of Passport, OCI and PIO card in case of foreigners and NRI	<ul style="list-style-type: none"> i. This attachment shall be displayed and mandatory in case 'Passport'/'OCI'/'PIO card number' is entered in field number 1(t) i.e. "Passport, OCI and PIO card number in case of foreigners and NRI". ii. The attachment shall be either in pdf or .jpg format. iii. The maximum size allowed for the attachment shall be 2MB.
1(u)	PAN of the applicant	<ul style="list-style-type: none"> i. This field shall be displayed in case 'Individual' is selected in field number 1(a) i.e. "Category of Applicant" and mandatory in case of Indian National. ii. User shall be allowed to enter 10-digit alphanumeric number where first five characters are alphabets, the next four characters are numbers and the last character is also an alphabet -Kindly ensure valid PAN is entered.
	Verify PAN	Upon clicking on this button, applicant's name, father's name and DOB shall be verified with the PAN database details.
2(a)	Corporate Identity Number (CIN) / Bank Corporate Identification number (BCIN)	Kindly ensure CIN/BCIN entered in this field is valid and approved.
3(b)	Name of original security holder	These fields shall be enabled & mandatory if 'Yes' is selected in field number 3(a) i.e. "Is it a case covered under rule 7 (8) & 7(9) of IEPF Rules, 2016".
3(c)	Relation of claimant with security holder	
3(d)	Number of Nominee/Legal heirs/Successors/Administrator/Other holders.	
3(f)	Self-attested copy of death certificate (attested by claimant only)	
3(g)	Succession certificate/Probate/Will	<ul style="list-style-type: none"> i. These attachments shall be mandatory if 'Yes' is selected in field number 3(a) i.e. "Is it a case covered under rule 7 (8) & 7(9) of IEPF Rules, 2016". (These are for transmission cases) i. The attachment shall be either in pdf or .jpg format. ii. The maximum size allowed for the attachment shall be 2 MB.
3(h)	No Objection Certificate from other holder	
3(i)	Indemnity Bond and surety affidavit	
3(j)	Any other document required under rules	
5(a)	Number of Folio	<ul style="list-style-type: none"> i. Value entered by user shall be greater than zero in this field. ii. Number of rows regenerated under this field from field "Type of Holding" to "Total" shall be equal to value entered in this field.

Instruction Kit for Form No. IEPF-5
(Application to the Authority for claiming unpaid amounts and shares out of Investor Education and Protection Fund (IEPF))

Field No.	Field Name	Instructions
		<ul style="list-style-type: none"> iii. Maximum 15 entries are allowed to enter. iv. This field shall be displayed and mandatory when user selects “Amount and Shares” option in Type of Claim.
	Folio No. from which transfer has been made to IEPF	This field shall be displayed and mandatory in case the user selects 'Physical' in field “Type of Holding”.
	Complete Demat account number from which transfer has been made to IEPF	This field shall be displayed and mandatory in case the user selects 'Demat' in field “Type of Holding”.
6(a)	Number of claims	<ul style="list-style-type: none"> 1. Number of rows regenerated under this field from “Year wise details of securities/deposits for which the amount is claimed” to “Reason for non-receipt/non-encashment of the instrument of payment” shall be equal to the number entered in this field. 2. Maximum 15 entries are allowed to enter.
	Folio No. from which transfer has been made to IEPF	This field shall be displayed and mandatory in case the user selects 'Physical' in field “Type of Holding”.
	Complete Demat account number from which transfer has been made to IEPF	This field shall be displayed and mandatory in case the user selects 'Demat' in field “Type of Holding”.
	Amount of the claim	<ul style="list-style-type: none"> i. Amount entered by user shall be greater than zero in this field. ii. In case user selects ‘Application money due for refund’ or ‘Matured deposits’ or ‘Matured debentures’ in field “Type of claim”, then both Principal and Interest fields shall be displayed to the user. iii. In case the user has selected ‘Unpaid dividend’ or ‘Others’ in field “Type of claim” then only Principal field shall be displayed to the user.
	Financial year to which claim relates (YYYY-YYYY)	<ul style="list-style-type: none"> i. User shall be able to select year from the list in the dropdown option. ii. Year selected by user shall be equal to or greater than year of incorporation of company/bank. iii. Date entered by user shall be equal to or less than the system date.
7(e)	Demat account number in which shares shall be credited	This field shall be displayed and mandatory in case the user selects ‘Amount and Shares’ in field number 4 i.e. “Type of claim”.
(a)	Attachments Client Master List of De-mat A/c of the claimant / Transaction statement for demat holding	<ul style="list-style-type: none"> i. The attachments shall be either in pdf or jpg format. ii. The maximum size allowed for the attachment shall be 2MB.

Instruction Kit for Form No. IEPF-5
(Application to the Authority for claiming unpaid amounts and shares out of Investor Education and Protection Fund (IEPF))

Field No.	Field Name	Instructions
(b)	Proof of entitlement (Bonds / Debentures / Fixed Deposit receipts / Certificate of share / Interest warrant / Dividend warrant, Application No. / Statement of transaction, documents for loss of original share certificates as per rules etc.)	
(c)	Bank cheque copy	
(d)	Others - if any	

- i. The attachment shall be either in pdf or .jpg format.
- ii. The maximum size allowed for the attachment shall be 2MB.
- iii. The user can attach maximum of 5 files in this field.

Instruction Kit for Form No. IEPF-5
(Application to the Authority for claiming unpaid amounts and shares out of Investor Education and Protection Fund (IEPF))

3.2 Other instructions to fill 'Form No. IEPF-5'

Buttons	Particulars
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Choose File</div>	<ul style="list-style-type: none"> i. Click the “Choose File” button to browse and select a document that is required to be attached as a supporting to Form No. IEPF-5. ii. All attachments should be uploaded in <i>pdf or .jpg format</i>. The size of each individual attachment can be up to 2MB. iii. The user has an option to attach multiple files as attachments within the webform.
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Remove</div>	<p>The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Download</div>	<p>The user has an option to download the attached file(s) using the “Download” option provided against each attachment.</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Save</div>	<ul style="list-style-type: none"> i. Click on “Save” button for saving the application in a draft webform at any given point in time prior to submitting the webform. ii. The “Save” option will be enabled only after entering the <i>CIN / BCIN</i>. iii. This is an optional field. iv. On saving the webform, all the information filled in the webform will be saved and can be edited/updated till the time webform is submitted. v. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Submit</div>	<ul style="list-style-type: none"> i. This is a mandatory field. ii. When the user clicks on the “submit” button the details filled in the webform are auto saved and the system verifies the webform. Incase errors are detected the user will be taken back to webform and all the relevant error messages shall be displayed. iii. In case at the submission of webform no errors are detected by the system the submission will be successful.

4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

4.1 Fee rules

This section is not applicable.

4.2 Processing Type

Form No. IEPF-5 shall be processed in non-STP mode.

4.3 Useful links

1. Link to access Form No. IEPF-5: <https://mca.gov.in/content/mca/global/en/mca/e-filing/IEPF-Services/IEPF-5.html>
2. FAQ's related to e-filing: <https://www.iepf.gov.in/content/iepf/global/master/Home/HelpAndFAQs/faqs-for-company.html>
3. Payment and Fee related services: *Not Applicable*