

Procedure to Claiming Shares/Dividend from IEPF Authority:

1. Shareholders are required to make online application in form IEPF-5 (available on website www.iepf.gov.in) along with documents listed in the form. Web link of *IEPF-5 Form* and *help form* is given below for your reference.

<http://www.iepf.gov.in/IEPFA/corporates.html>

2. User has to send the attachments (given below) to Nodal Officer (IEPF) of the company at its registered office in an envelope marked "Claim for refund from IEPF Authority" for initiating the verification for claim.
3. **Only one Form can be filed for one financial year against one Aadhar Number and one Company. User can enter more than one claims in single form (Number of claims to be entered in field 4). In case more than one form is filed, either one or both forms are liable to be rejected by IEPF Authority.**
Companies and RTAs are following up with IEPF Authority to amend the procedure so that claims for multiple folios/DPID-CLID can be made through single form only. Till then, shareholders may proceed to claim shares and dividend under one folio/DPID-CLID.

Please keep the following ready before filing form:

- ✓ CIN Number and Registered office of Company. For CIN, [click here](#)
- ✓ Number of Shares and Dividends transferred to IEPF.
- ✓ Complete Demat account number i.e. DPID-CLID. Client Master List of De-mat A/c of the claimant has to be attached with form mandatorily
- ✓ Bank account Details (Account number, name, branch and IFSC Code). Attach original cancelled cheque leaf with documents and **this bank account must be linked with Aadhar.**

PLEASE NOTE THAT:

In case you have lost the share certificate(s), firstly procedure for issue of duplicate shares has to be completed with RTA/company and then after receipt of confirmation from RTA/company about duplicate issue, shareholder may proceed to submit claim with IEPF. Attach original confirmation letter received from company in place of share certificate(s).

In case of transmission of shares, firstly procedure for transmission of shares has to be completed with RTA/company and then after receipt of confirmation from RTA/company about transmission, claimant may proceed to submit claim with IEPF. Attach original confirmation letter received from company in place of share certificate(s).

In case you have physical share certificates, provide original share certificate(s);

and in case shares were held in demat form, provide copy of demat statement showing shares transferred to IEPF.

List of documents to be sent to Company for claiming Shares and Dividend from IEPF:

1. Print out of duly filled and uploaded claim form IEPF-5; with claimant signature and if joint holders are involved than the Form should be signed by all the joint holders
2. Copy of acknowledgement generated after uploading the claim Form IEPF-5
3. Indemnity Bond (original) with claimant signature (As per format given in Annexure II of help form) to be executed as follows in case you are claiming:

Only Shares	On a non-judicial Stamp Paper of the value as prescribed under the Stamp Act (according to state)	
Only Dividend	If more than Rs. 10,000	If less than Rs. 10,001
	On a non-judicial Stamp Paper of the value as prescribed under the Stamp Act (according to state)	On a plain paper
Both Shares and Dividend	On a non-judicial Stamp Paper of the value as prescribed under the Stamp Act (according to state)	

Ensure to enter date, place and Signature of claimant and witness on Indemnity Bond.

4. Advance Stamped receipt (in original) with signature of claimant and two witnesses. (Format is given at Annexure I of help form). It is a declaration given in advance to IEPF Authority for receipt of shares/dividends.
5. Where shares are transferred to IEPF, however physical share certificates are lying with you, attach original certificate(s).
6. Copy of Aadhaar Card of the claimant and if joint holders are there, Copy of Aadhar card of all the joint holders
7. Original Cancelled Cheque leaf
8. Copy of Passport, OCI and PIO card in case of foreigners and NRI
9. Copy of PAN Card (mandatory in case of claim for shares) of claimant and all joint shareholders.
10. Client Master List of De-mat A/c of the claimant
11. In case any Joint holder is deceased, Copy of Death certificate has to be attached. All death certificates other than online Death certificate, must be notarized.
12. Other optional documents, (if any)

For additional help for filing the form, [click here](#)