Additional help for filing the form:

Enter Name, Address and contact details of the Applicant.

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Enter the Valid CIN of the company and click **Pre-fill** button.
The Pre-fill 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. Click this button to populate
the field. **Note**: You are required to be connected to the Internet to use the Prefill Functionality.

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Enter Details of **SHARES ONLY** in 3rd point of IEPF-5 form.
- Select Category from Dropdown list option
- Kind of Share i.e. Equity or Preference
- Nominal value of share is number of shares multiplied by FACE VALUE and not market value.

↓

Enter the number of claims made and details of amount claimed.
Details of **AMOUNT ONLY** (DIVIDEND, INTEREST ETC.) in 4th point of IEPF-5 form has to be
entered. Year-wise detail of all claims has to be entered in single form.
**Note: List of shareholders whose shares are transferred to IEPF and year wise dividend
details is uploaded by company on their website. You may visit company website for this
information.**

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Enter Aadhaar Number of applicant in case of Indian National. Aadhar number should be correctly
filled, **failing which the form is liable to be rejected.**

↓

Enter Bank account details.
**Note: The Bank details should be correctly filled and corresponding with cancelled cheque
enclosed, failing which the form is liable to be rejected.**

↓

Enter Demat Account Number

↓

Click on check box given in declaration, after carefully reading all conditions

↓

Click the **Check Form** 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 and Correct the highlighted errors.
Then, Click the **Check Form** button again and system will perform form level validation once again.
On successful validations, a message is
displayed "Form level pre scrutiny is successful".
Note: The Check Form functionality does not require Internet connectivity.

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The Modify button is enabled, after you have checked the eForm using the **Check Form** button.
To make changes in filled form, Click the **Modify** button and Make the changes to the filled eForm.
Click the **Check Form** button to check the eForm again.

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After checking the e-Form, click the **Prescrutiny** button. System performs some checks and displays errors, if any. Correct the errors.
Click the **Prescrutiny** button again. If there are no errors, a messageis displayed "No errors found."
The **Prescrutiny** functionality requires Internet Connectivity.

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Submit button: Do not click on this button as it is disabled at present.

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After pre scrutiny is done, save the form in your system. The user is required to take print out of the form and also upload the form on IEPF website using steps as given below:

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1. Go to IEPF Website (www.iepf.gov.in) and use the option form upload. You will be redirected to MCA21 for form Upload.

2. Login using your ID and Password (if existing or else register yourself by clicking on register and entering the required details).

3. After login, click on normal upload.

4. Click on Browse and attach the form. Click on Submit.

5. SRN will be generated and you will ask for payment option (Pay Now or Pay later).

6. Though Fee will be zero, but click on Pay now option only to generate the acknowledgement.

7. After clicking on Pay Now, you have to click on Finish when zero fee page will be shown. Acknowledgement will be generated. Take print out to attach with other documents.