

Process to claim unpaid / unclaimed dividend / equity shares transferred to Investor Education and Protection Fund Authority

1. An online application in Web-Form No. IEPF-5 is required to be filed with IEPF Authority (“IEPFA”), along with the requisite documents. Web Form No. IEPF-5 can be filled up online using the link: <https://www.iepf.gov.in/IEPF/corporates.html>. You may also refer to the toolkit on Web Form IEPF-5 on this link.
2. Following information / documents will be required while you fill the Web Form IEPF-5.
 - a) Copy of the self-attested PAN and Aadhaar of all the claimant(s).
 - b) Copy of Cancelled cheque leaf, on which claimant’s name should be printed or self- attested copy of the Bank Passbook.
 - c) Copy of Client Master List (Demat Account of the claimant must be linked with Aadhaar)
 - d) If any claimant is a Non-Resident Indian, copy of the Passport, Overseas Citizen of India (OCI) and Person of Indian Origin (PIO) Card will be required.
 - e) Original Share Certificates, if shares held in physical form are being claimed. (Note-the original share certificate is to be sent to the Bank/RTA and scanned copy to be attached with the form)
 - f) Original transaction statement duly attested by claimant, if shares held in Demat form are being claimed.
 - g) In case of any change in the name, claimant will have to execute an Affidavit on a Non Judicial Stamp Paper of Rs.100/-), Mobile Number, Email Id and address of the claimant.
 - h) In case of the address of the claimant is different from the one which is registered with the Bank, then claimant will have to execute an Affidavit mentioning the reason for difference in address.
 - i) Additional Documents - In case of transmission of shares (Refer Annexure I) and in case of loss of share certificates (Refer Annexure II)
3. Self-attested copy of Form No. IEPF- 5, its acknowledgement, Indemnity Bond in favour of IEPFA and original documents mentioned in the point no. 2 above are required to be sent, to the Nodal Officer of the Bank at its registered office or to KFin Technologies Limited, Selenium Tower B, Plot 31 & 32, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad - 500 032, Telangana for verification of the claim.
4. SRN which is mentioned in the acknowledgement of Form No. IEPF-5 is necessary for tracking the claim.

Note:

- Indemnity Bond shall be executed on a Non-Judicial stamp paper of the appropriate value based on the stamp duty applicable in your state. In the Indemnity Bond, claimant should mention dividend amounts and shares being claimed from IEPF Authority. The Indemnity Bond shall be witnessed by two witnesses who shall provide their names and address and sign and date the Indemnity Bond (as witness). Format of the Indemnity Bond will be downloaded after uploading the Web Form IEPF-5.
- In case of joint holders/claimants, all the documents as specified in annexures are required to be signed by both the holders/claimants.

Annexure-I

Additional Documents- In case of transmission of shares (following documents are required, in addition to the documents specified in the point no. 2 above)

<u>1. Where the shares are held with nomination</u>	<u>2. Where the shares are held without nomination</u>
<p>1.1. Duly signed transmission request form by the claimant.</p> <p>1.2. Copy of death certificate of shareholder attested by claimant</p> <p>1.3. Self-attested copy of PAN card.</p>	<p>2.1 Affidavit from all the legal heirs made on appropriate non-judicial stamp paper- to the effect of identification and claim of legal ownership to the securities.</p> <p>Note- In case the legal heir(s) or claimant(s) is named in the succession certificate or probate of will or Letter of Administration, an Affidavit from such legal heir(s) or claimant(s) alone would be sufficient.</p> <p>2.2 For value of shares up to Rs 5,00,000 (Rupees five lakh only) as on date of application, one or more of the following documents are required:</p> <p>(a) Succession certificate or probate of will or will or letter of administration or Decree, as may be applicable in terms of Indian Succession Act, 1925 or any other Decree or Order of any Court or Tribunal.</p> <p>Note: In absence of documents as per point 2.2 (a) above, No Objection Certificate executed from all legal heir(s) of the deceased holder not objecting to such transmission (or) copy of Family Settlement Deed duly notarized and Indemnity bond made on appropriate non-judicial stamp paper, indemnifying the Bank/RTA.</p> <p>2.3 For value of shares above Rs 5,00,000 (Rupees five lakh only) as on date of application one or more of the following documents are required:</p> <p>a) Succession certificate or probate of will or will or letter of administration or Decree, as may be applicable in terms of Indian Succession Act, 1925 or any other Decree or Order of any Court or Tribunal.</p> <p>Note: If 'Will' is provided as per point 2.2 or 2.3, following are required to be provided:</p> <ul style="list-style-type: none">• Legal heirship certificate issued by Competent Authority,• No Objection Certificate from all legal heirs in favor of the claimant,• Affidavit from witness about confirmation of will wherever alive or death certificate of such witness• Affidavit with regard to the will as last will and no matter is pending before any court with regard to such will• Surety affidavit by at least two sureties with their PAN Card.

Annexure-II

Additional Documents- In case of loss of share certificates (following documents are required, in addition to the documents specified in the point no. 2 above)

1. Self-attested copy of FIR/ Police Compliant containing information of shareholder, holding details, folio number and distinctive numbers of share certificate(s).
2. Surety Affidavit of along with his Proof of identity like Pan Card of sureties duly attested by Notary.
3. Indemnity bond by shareholder on a non-judicial stamp paper of requisite value duly attested by Notary Public by the person, in whose name the original share certificate are being issued that he/she has not sold / disposed off the involved shares or acted in any manner by which any interest of third party would have been created.
4. Copy of advertisement issued in at least one English language national daily newspaper having nationwide circulation and in one regional language daily newspaper published in the place of registered office of company, if the market value of the shares is greater than Rs. 5,00,000.