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))

MINISTRY OF CORPORATE AFFAIRS
GOVERNMENT OF INDIA

Table of Contents

Instruction Kit for Form No. IEPF-5
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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.

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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.*

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))

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 credentials[1]

STEP 3: Select "MCA services"

STEP 4: Select "Company e-Filling"

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

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[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.

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   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
1(b)	**Individual's details** 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.
1(j)	**Entity details** 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	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	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)	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)
3(g)	Succession certificate/Probate/Will	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	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.

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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. 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	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	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)	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	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
Choose File	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 *pdf or .jpg format.* 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.
Remove	The user has an option to remove files from the attachment section using the "Remove" option provided against each attachment.
Download	The user has an option to download the attached file(s) using the "Download" option provided against each attachment.
Save	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 *CIN / BCIN.* 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.
Submit	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.

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))

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*