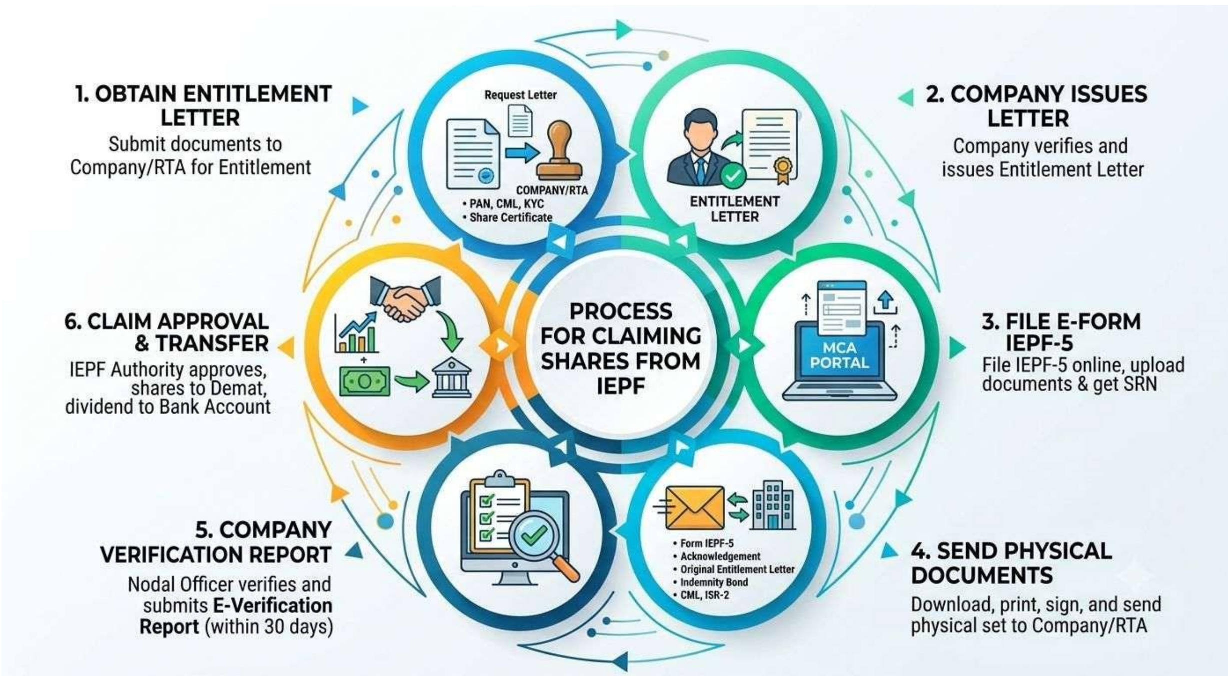
# PROCESS FOR CLAIMING SHARES AND DIVIDEND FROM IEPF

### When the Shares and Dividend are transferred to IEPF?

If the dividend on shares remains unclaimed for **7 consecutive years**, the Company transfers the unclaimed dividend along with the underlying shares to the **IEPF Authority**.

### How to Claim Shares from IEPF?




Step 1 – Obtain Entitlement Letter

The Claimant should first approach the **Company or RTA** and submit the following documents for issuance of the **Entitlement Letter**.

1. Request Letter for Claiming the shares form IEPF Authority duly signed by all the registered shareholder(s) having the Folio No/ DIP- ID, Name of the Company, Shareholder Proper Address, and Phone No & Email id.
2. Self-attested copies of PAN Card and Aadhar Card of all the registered shareholder(s).
3. The self-attested latest Client Master List (CML) of demat account duly signed and verified by DP official with Stamp (the CML should not be older than 2 months).
4. Duly filled and signed KYC Forms ISR-1, ISR-2, and ISR-3 (or SH-13, as applicable), along with an original cancelled cheque with the name of the Shareholder(s) printed on it or a self attested copy of your bank passbook or self-attested copy of bank statement
5. Shares held in Physical Form-Original and valid share certificate(s)-
   Shares held in Demat Form- Transaction Statement
   (In case investor is in possession of any old FV Certificate, it must be also be surrendered)

Step 2: Company Issues Entitlement Letter

After verification of the documents, the Nodal Officer of the Company will issue the **Entitlement Letter** to the Claimant.

The Entitlement Letter will specify the shares and dividend eligible for the claim.

Step 3: Investor is required to File for E Form IEPF 5 on MCA portal:

*a) Fill Form IEPF-5 online.*
*b) Claimant should ensure that the **number of shares and dividend details** mentioned in the IEPF 5 correspond with the details mentioned in entitlement letter*
*c) Upload the scan copy of the required documents, including the Entitlement Letter.*
*d) Submit the E-form IEPF 5 and obtain the Acknowledgement having Service Request Number-SRN*

*Reference:*

- ***Link to file E- Form*** IEPF-5*: https://www.mca.gov.in/content/mca/global/en/mca/iepf-related-services/IEPF-5.html*
- ***Click here*** *to Download help kit to file the IEPF 5*

Step 4- Send Documents to the Company/RTA after successful submission of Form IEPF-5.

After filing Form IEPF-5, download, print, sign on each page of the Form & Acknowledgement and send the complete set of documents including all the attachments to E Forms to the Company/RTA

i. Form IEPF-5, attachment to IEPF- 5 and its Acknowledgement.
ii. Original Entitlement Letter
iii. Indemnity Bond in favor of the IEPF Authority executed on Rs. 500/- Non-Judicial Stamp Paper duly signed and notarized.
    - *The witness must not be a relative of the claimant.*
    - *Kindly attach self-attested copies of the Address Proof of both witnesses.*
iv. Updated Client Master List (CML) duly attested by the Depository Participant in the individual shareholder's name corresponding to the Demat Account mentioned in Form IEPF-5.
v. Original Cancelled Cheque- *ensure the bank details mentioned as per Cancelled Cheque, and the Client Master List is same.*

Step 5- Nodal officer of the Company will verify and submit E Verification Report on the portal.

*i. The Company is required to submit its verification report within 30 days of submission of claim to the IEPF Authority.*
*ii. The claimant should ensure that the complete physical set is delivered to the Company/RTA immediately after filing IEPF-5, to enable timely verification."*

iii. *After dispatching the physical documents, the Claimant should upload the **courier/tracking details** on the MCA/IEPF portal.*

## Step 6- Verification and release of Claim by IEPF Authority

Upon approval of the claim by the IEPF Authority, the securities and eligible amounts will be processed/released in accordance with the Authority's approval.

All the Formats including Form ISR-1, ISR-2, SH-13, ISR-3 & ISR-4 documents related to Direct Credit are available under the Forms & Procedures/Downloads section on our website: https://www.bigshareonline.com/resources-sebi_circular.aspx#parentHorizontalTab3

**Important Instructions –**

- Kindly ensure that the first eight digits of **Aadhaar number are masked** before submissionAll ISR forms and the complete set of KYC documents are duly filled in and signed by all registered shareholders.
- Form ISR 2 is complete in all manner including Email id and Phone number of Bank, email and Phone number of investor, Details of Branch Manager who has attested ISR 2 such as Employee Name, Employee Code, Email of Employee.