

## Application to the IEPF Authority for claiming unpaid amounts of Dividend and shares out of Investor Education and Protection Fund (IEPF)

### Procedure to claim Refund

- A. Download the Form IEPF-5 from the website of IEPF (<http://www.iepf.gov.in/>) for filing the claim. Read the instructions provided in the instruction kit along with the e-form carefully before filling the form.
- B. After filling the form save it and submit the duly filled form by following the instructions given in the upload link on the MCA website as a normal form upload. On successful uploading an acknowledgement (challan) will be generated indicating the SRN. Please note the SRN for future tracking of the form.
- C. Take a printout of the duly filled IEPF-5 and the acknowledgement issued after uploading the form.
- D. Submit indemnity bond in original, copy of acknowledgement and self-attested copy of e-form along with the other documents as mentioned in the Form IEPF-5 to **Nodal Officer (IEPF)** of the company at its corporate office in an envelope marked "**Claim for refund from IEPF Authority**". The other documents to be submitted(if any) are mentioned in the declaration of Form IEPF-5
- E. Claim forms completed in all aspects will be verified by the company and on the basis of company's verification report, refund will be released by the IEPF Authority in favour of claimants' Aadhaar linked bank account through electronic transfer.
- F. The applicant can refer <http://www.iepf.gov.in/IEPFA/refund.html> for further help.