

What is IEPFA?

The IEPF Authority is entrusted with the responsibility of administration of the Investor Education Protection Fund (IEPF), making refunds of shares, unclaimed dividends, matured deposits/debentures, etc., to investors and to promote awareness among investors.

What are Unclaimed Dividends and Shares?

According to Section 124(1) and Section 124(5) of the Companies Act, an unclaimed dividend refers to a dividend declared by a company that remains uncollected by a shareholder within a stipulated time of 30 days. If the dividend is not claimed within this period, the company is required to transfer the amount to a special Unpaid Dividend Account. The dividend that remains unclaimed for 7 consecutive years is then transferred to the Investor Education and Protection Fund (IEPF).

As per Section 124(6) of the Companies Act 2013 – Transfer of Unclaimed Shares to IEPF:

All shares in respect of which dividends remain unpaid or unclaimed for 7 consecutive years, the company must transfer those shares to the Investor Education and Protection Fund.

For more information about IEPFA, please visit:

<https://www.iepf.gov.in/content/iepf/global/master/Home/AboutUS/about-us/AboutIEPFA.html>

How to Search & Claim Your Shares From IEPFA Search Facility

Step 1: Visit the MCA Website

Go to <https://www.mca.gov.in/>

- * Click on MCA Services
 - * Select IEPF-related services
 - * Click on "Search unclaimed/ unpaid amount & shares"
- If you already have a Login ID and Password, click Login
If not, click Register to create a new account

Step 2: Register as a New User (if needed)

- * Select Registered User
- * Choose User Role (e.g., Individual, Director, etc.)
- * Enter Income Tax PAN Click Next

Step 3: Enter Your Details

- * Enter First, Middle, and Last Name (as per PAN)
- * Enter Date of Birth and Gender
- * Select your Profession Click Next

Step 4: Enter Your Details

- * Fill in Address, Country, State, City, Pincode, and Area/ Locality
- * Enter Mobile Number, Email ID, and (if applicable) Telephone Numbers
- * Click Next

Step 5: Login (for Existing Users)

- * Create a Password (as per the given password policy)
- * Choose whether to enable SMS Alert Facility
- * Enter OTP sent to your Mobile and Email ID
- * Verify both OTPs Account Created Successfully

Step 6: Use the Search Facility

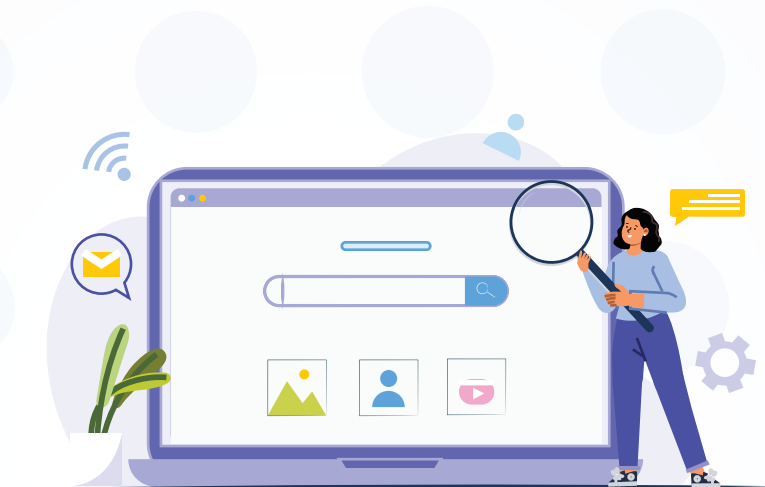
Choose one of the three search options:

- * By PAN
 - * By Basic Information
 - * By Company Name/ Demat ID/ Folio Number
- System will display matches, if any

Step 7: Claim Your Shares (If Found)

If your name appears:

- * Fill the IEPF-5 Form on the MCA website
- * Upload required documents
- * Send documents to the concerned company
- * Track your claim online



Visit the IEPFA Search Facility here:

<https://www.mca.gov.in/content/mca/global/en/foportal/fologin.html>

How to File Form IEPF-5?

1. Sign Up/ Login

If you're already registered on MCA V3, simply log in. If not, sign up to create your account

2. Visit the MCA Website

Access the MCA website and navigate to the MCA Services tab

3. Select IEPF Services

Go to Company e-Filing and select IEPF Services >> IEPF-5 Web Form – Claiming Unpaid Amounts and Shares

4. Enter Applicant Details

Fill in your contact information, Aadhaar Card number, PAN, CIN, or company name

5. Claim Details

Specify the type of claim, amount claimed, and refund account details

6. Attachments Required

Attach the following documents:

- * CML of the Demat Account or transaction statement for demat holdings
- * Proof of entitlement (Bonds, Debentures, Fixed Deposit receipts, Certificates of Shares, Loss Documents, Transmission Documents, CML of Suspense Account (if applicable), Interest Warrants, Dividend Warrants, Application Number, etc.)
- * Bank cheque copy
- * Additional documents if necessary

7. Review Your Form

Carefully review the complete form before submitting it

8. Submission Confirmation

Submit the IEPF-5 form using the SRN number provided. You will receive a system-generated acknowledgment email along with an Indemnity Bond

9. Postal Submission

Upload postal receipt to complete the process

Filing for unpaid amounts and shares has never been easier. Follow the steps above to ensure your claim is processed smoothly. For more information, visit the MCA website or contact the IEPF authority for assistance.



Access the IEPF-5 Form here:

<https://www.mca.gov.in/content/mca/global/en/foportal/fologin.html>

Informed Investor, Empowered Investor, Smart Investor



**For assistance,
call our Helpdesk
at 14453**

**Available
Monday to Friday |
9:30 AM – 5:30 PM**