

## **IEPF FAQ & CLAIM PROCEDURE**

**1. When are the shares or unpaid/unclaimed dividend transferred to IEPF?**

**Ans:-** If the dividend declared by the company remains unpaid/unclaimed for a period of seven years, the company is required to transfer the same to IEPF. Further, all shares in respect of which dividend has not been paid/claimed for seven consecutive years or more is required to be transfer by the company in the name of IEPF.

**2. Who can claim the shares / unclaimed dividend transferred to IEPF Authority?**

**Ans:-** Any person whose shares / unclaimed dividend or other amount such as matured deposits, matured debentures, application money due for refund, or interest thereon, sale proceeds of fractional shares, redemption proceeds of preference shares etc. have been transferred by the company to IEPF may claim the shares and/or apply for refund of amounts transferred, from the IEPF Authority, by submitting e-form or an online application in Web-Form IEPF-5 available on IEPF website. Application can also be made by any successor, legal heir / representative of the deceased person.

**3. Whether PAN is mandatory for filing e-Form/Web-Form IEPF-5?**

**Ans:-** Yes, PAN is mandatory. The e-form/Web-Form IEPF-5 requires PAN verification without which submission of the same is not possible.

**4. Whether mobile number and e-mail is mandatory for filing e-form/ Web-Form IEPF-5?**

**Ans:-** The IEPF-5 requires OTP based verification for submission, for which claimant should have an active mobile number and a valid email-id.

**5. What are the documents required to be submitted with IEPF claim?**

**Ans:-** Claimant after making an application in Web-Form IEPF-5 at <http://iepf.gov.in/IEPF/corporates.html> provides has to send all the relevant documents Print copy of e-form IEPF-5 and submit original application with required documents as provided in Web-Form IEPF-5. Documents should be duly self-attested. The Print Copy is required to be sent to Alankit Assignment Limited (Registrar and Transfer Agent of the Company), for verification of the claim.

**6. Who will verify the Claimant Documents?**

**Ans:-** Alankit Assignment Limited/Company will verify the details of the claim and various documents submitted by the shareholder and submit the original documents with enclosures received from the shareholder/claimant with Verification Report to IEPF Authority.

**7. Who will approve the Claim?**

**Ans:-** IEPF Authority on the basis of Verification Report and the documents submitted by RTA/Company, IEPF Authority, would:

- i. Approve the claim,

- ii. Ask the shareholder to resubmit the required documents in case of any discrepancy.

**8. What is the Resubmission Procedure of the IEPF Form?**

**Ans:-** In case IEPF Authority requests the shareholder to resubmit any documents, shareholders to forward the required documents to the Nodal Officer. On receipt of the revised documents from the shareholder, Nodal Officer would forward the revised Verification Report to IEPF Authority for settlement of the claim of the shareholder

**9. Contact details:**

**Company**

Nodal Officer (Company Secretary)

Insecticides (India) Limited

401-402, Lusa Tower,

Azadpur Commercial Complex,

Delhi – 110033

Email:- [Investor@insecticidesindia.com](mailto:Investor@insecticidesindia.com)

Phone:- +91-011-45871333

**Registrar and Share Transfer Agent**

Alankit Assignment Limited (Unit: Insecticides (India) Limited)

Alankit House, 1E/13,

Jhandewalan Extension,

New Delhi – 110 055

Tel: +91-011-4254 1234

Fax: +91-011-4254 1967 (From 9:00 a.m. to 6:00 p.m. on all working days)

E-mail: [rta@alankit.com](mailto:rta@alankit.com);

Investor Education and Protection Fund E-mail: [iepf@mca.gov.in](mailto:iepf@mca.gov.in)

Call: 1800 114 667 / Public Relations Officers Phone No: 011-23441777

Helpdesk - 0124-4832500 7.

Important links: IEPF Website: <http://www.iepf.gov.in/>

Web-Form IEPF-5 and instruction kit: <http://iepf.gov.in/IEPF/corporates.html>

For Uploading Web-Form IEPF-5:

<http://www.mca.gov.in/mcafoportal/showEformUpload.do>

FAQs on claim procedure from IEPF Authority:

<http://iepf.gov.in/IEPF/pdf/FAQsIEPF5.pdf>

*Please note that in case of non-receipt of documents by the Authority after the expiry of ninety days from the date of filing of Form IEPF-5, the Authority may reject Form IEPF-5, after giving an opportunity to the claimant to furnish response within a period of thirty days.*

*The Authority shall, if the claim is approved:*

- i. *Credit the Dividend amount to the claimants' Aadhaar linked bank account through electronic transfer and*
- ii. *In case of request for credit of shares, credit the shares to the claimant's Demat account.*