

PROCEDURE TO CLAIM IEPF REFUND

1. First request the RTA of the Company for Entitlement Letter.
2. Download the form IEPF-5 from the website of IEPF (<http://www.iepf.gov.in>) for filing the claim for a refund. Read the instructions provided on the website/instruction kit along with the e-form carefully before filing the form.
3. After filing the form save it on your computer and submit the duly filled form by following the instructions given in the upload link on the website. On successful uploading an acknowledgment will be generated indicating the SRN. Please note the SRN for future tracking of the form.
4. Take a printout of the duly filled IEPF-5 and the acknowledgment issued after uploading the form.
5. Submit the Indemnity Bond on stamp paper duly notarized, a Copy Of the Aadhar Card of the Claimant - Self Attested, Proof of Entitlement, . Client Master List of Demat A/c Of Claimant - Self Attested, PAN Card of Claimant - Self Attested, Cancelled Cheque, Advance Receipt to the Nodal Officer (IEPF) of the Company at its registered office in an Envelope marked “ Claim for Refund from IEPF Authority “.
6. Claim forms completed in all aspects will be verified by the concerned company and on the basis of the Company’s verification report, refund will be released by the IEPF Authority in favor of the claimant’s Aadhar Linked Bank Account through electronic transfer.