



## FAQs on IEPF Claim Process

### 1. When are the shares OR unpaid/unclaimed dividend transferred to IEPF?

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?

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 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 Web-Form IEPF 5?

Yes, PAN is mandatory. The Web-Form IEPF-5 requires PAN verification without which submission of the same is not possible.

### 4. Whether mobile number and email is mandatory for filing Web-Form IEPF-5?

The form 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?

[Click here](#) for the list of documents required to be submitted with IEPF claim.

Claimant after making an application in Web-Form IEPF-5 has to send all the relevant documents, to KFin Technologies Private Limited (Registrar and Transfer Agent of the Company), for verification of the claim.

### 6. Contact details:

#### **KFin Technologies Private Limited**

(Unit: Reliance Industries Limited)

Selenium Tower B, Plot 31-32, Gachibowli, Financial District,

Nanakramguda, Hyderabad - 500 032

Tel: +91-40-67161700 Fax: +91-40-67161680

Toll Free No.: 1800 425 8998 (From 9:00 a.m. to 6:00 p.m. on all working days)

E-mail: [rilinvestor@kfintech.com](mailto:rilinvestor@kfintech.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>