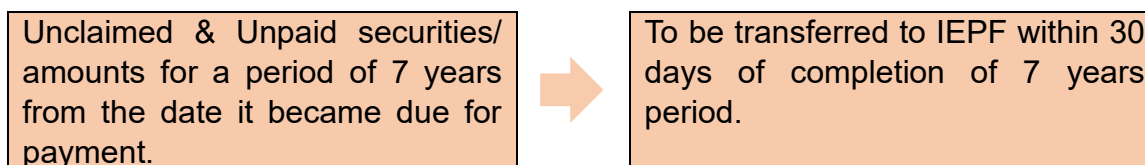


## **PROCESS FLOW FOR TRANSFER OF FUNDS TO IEPF AND RECOMMENDATION OF CLAIMS RECEIVED**

### **1. Timeline for transfer of unclaimed securities/ amounts to IEPF by the Company:**

As per the provisions of section 125 of the Companies Act 2013, the amounts in respect of matured debentures/bonds with accrued and due interest (up to the date of redemption) and that remain unpaid and unclaimed for a period of 7 years from the date it became due for payment is required to be credited to the Investor Education and Protection Fund within 30 days of completion of 7 years period.



### **2. Process flow for recommendation of claim from IEPF:**

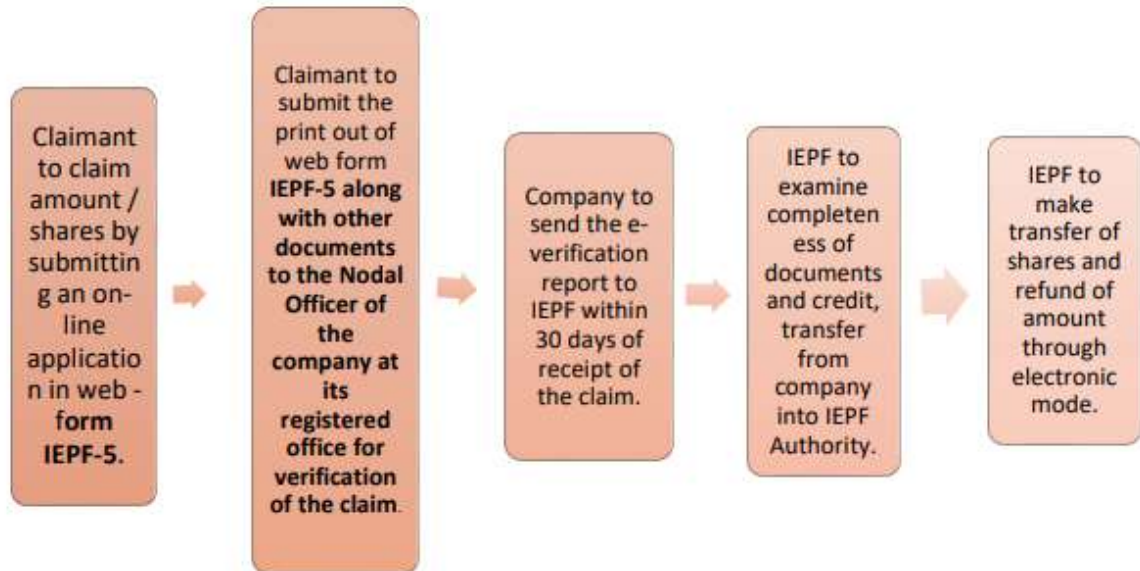
Investor can claim refund of the amounts/ securities from IEPF by filing IEPF Form 5 in pursuance to section 125 (3) of the Companies Act, 2013 and rule 7(1) of the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016.

#### **Procedure to claim Refund:**

1. Investor to fill the details in Webform - IEPF-5 for (sample IEPF -5 is annexed) claiming the refund. ***(To be done by the Investor/Claimant)***
2. After filling the form, submit the duly filled IEPF-5 form online. On successful submission, an acknowledgement will be generated indicating the SRN. ***(To be done by the claimant - SRN can be used for future tracking of the form)***
3. Take a printout of the duly filled IEPF-5 and the acknowledgement issued after uploading the form. ***(To be done by the claimant)***
4. Submit the indemnity bond prescribed by IEPF in original, copy of acknowledgement and IEPF-5 form along with the other documents (annexure-A) as mentioned in the Form IEPF-5 to Nodal Officer (IEPF) of the company at its registered office in an envelope marked "Claim for refund from IEPF Authority". ***(To be done by the claimant)***
5. IEPF-5 and the documents received will be verified by the company and the company is required to file e-verification report within 30 days. ***(To be done by the Company)***

6. On the basis of the company's verification report, the refund will be released by the IEPF Authority in favor of claimants' account through electronic transfer.  
**(To be done by IEPF)**

**PROCESS FLOW FOR REFUND OF SECURITIES BY IEPF:**



**IEPF Contact Details:**

Toll Free Number: 14453

Email Address: [iepf.grievances@mca.gov.in](mailto:iepf.grievances@mca.gov.in)