

Steps for filing Web Form IEPF-5

Before filing Web Form IEPF-5, please download Instruction Kit from link <http://iepf.gov.in/IEPF/corporates.html>

Steps to be followed for submission of Form online:

1. Follow the below link: (for User Registration)
<http://www.mca.gov.in/mcafoportal/loadUserRegistration.do?link=loadUserRegistration>
2. After completion of registration, follow the below link: (for Login in website)
<http://www.mca.gov.in/mcafoportal/iepf5Service.do>
3. After logging in, follow below link for filing of online Form IEPF-5 and follow the instructions as directed in link:
<http://www.mca.gov.in/mcafoportal/run/iepf5>

Insert below details of the Company:

- a. Corporate Identification Number (CIN) of Company: L15140GJ1991PLC016151
- b. Name of the Company: Gujarat Ambuja Exports Limited
- c. Address of registered office of the Company:
"Ambuja Tower", Opp. Sindhu Bhavan, Sindhu Bhavan Road,
Bodakdev, P.O. Thaltej, Ahmedabad – 380 059.
- d. Email Id of the Company: cs@ambujagroup.com

Guidelines to file online Web Form IEPF-5

Personal details of claimant

1. Enter your name, father's name, date of birth and PAN. After this, you need to click on VERIFY PAN. Unless your PAN gets verified, the system will not go ahead. Further note that the PAN verification may not be successful if your name in income tax back-office data and PAN front display is different. In such a case, you may check your name in your income tax return.
2. The address of the applicant should be as per his / her address proof: Aadhar or Passport / OCI / PIO Card No. (in case of NRI / foreigners).

After this, the Claimant needs to file the details of the Company in respect of which it is filing the claim. The Claimant may directly fill the following details:

- a. Corporate Identification Number (CIN) of Company: L15140GJ1991PLC016151
- b. Name of the Company: Gujarat Ambuja Exports Limited
- c. Address of registered officer of the Company:
"Ambuja Tower", Opp. Sindhu Bhavan, Sindhu Bhavan Road,
Bodakdev, P.O. Thaltej, Ahmedabad – 380 059.
- d. Email Id of the Company: cs@ambujagroup.com

Now, the system will further ask a question: Is it a case covered under rule 7 (8) & 7 (9) of IEPF Rules, 2016?

Select the radio button 'Yes' if the case is related to transmission OR else select 'No'.

If Yes is selected, applicant is filing an application as legal heir of deceased member, he / she will file details of original security holder, his / her relationship and number of all legal heirs. Maximum of 10 and Minimum of 1 beneficiary can be added. The form will ask the name of all beneficiaries to be entered.

Details of claims

Now, the Form will ask whether you are filing the Form only for the amount or for both the – share and amount.

Claim of shares

While claiming shares, the applicant can enter details of up to 15 folios for one company. It will ask for the type of holding whether physical or demat (original holding), folio number / demat account number, type of shares (Equity or Preference) and the number of shares.

Claim of amount

While claiming amount, one person can file up to total of 15 numbers of claims. This is irrespective of the folio under which you are claiming.

These claims of the amount may be for (a) Unpaid Dividend (b) Application Money due for refund (c) Matured Deposits (d) Matured Debentures and (e) others.

The reason for non-receipt or non-encashment may be:

- Change in Address
- Death of original Claimant
- Loss of Original Documents
- Others

Bank details

Thereafter the applicant shall file his / her bank account details in which the amount of claim may be refunded by the IEPF. It requires bank account number, Bank Name, IFSC Code and bank branch details.

Demat details

The applicant needs to mention details of demat account.

Mandatory online attachments

Please attach the following mandatory documents:

- A. Aadhar card of the claimant and if joint holders are there, copy of Aadhar card of all joint holders;
- B. Passport, OCI and PIO card in case of foreigners and NRI;
- C. Client Master List of Demat A/c of the claimant;
- D. Proof of entitlement (Bonds / Debentures / Fixed Deposit receipts / Certificate of share / Interest warrant / Dividend warrant, Application No. / Statement of transaction etc.).

Physical submission of documents

The Applicant shall send the following attachments to the Nodal Officer (IEPF) of the Company at its registered office in an envelope marked "Claim for refund from IEPF Authority" for initiating the verification for the claim:

1. Print out of duly filled claim form with claimant's signature and in case of joint holders, Form to be signed by all the joint holders along with annexures submitted with the form.
2. Copy of acknowledgement generated after uploading the claim Form IEPF 5.
3. Copy of Indemnity Bond (original) which will be auto-generated, after uploading the claim Form IEPF 5 with claimant's signature to be executed on a Non-Judicial Stamp Paper of the value as prescribed under the Stamp Act (according to State) if the amount of the claim is ₹ 10,000/- or more.
4. Advance Stamped receipt which will be auto-generated, after uploading the claim Form IEPF 5 with claimant's signature and two witnesses (after pasting revenue stamp).
5. In case of shares held in physical form, original certificates / shares thereto are to be attached / enclosed with the Form.
6. Original cancelled cheque leaf
7. In case any joint holder is deceased, copy of death certificate to be attached.
8. Other optional documents, (if any).

OTP verification

The Applicant shall enter his/her mobile number and email address. OTP shall be received for verification purpose. On verification, the application may be submitted.