Form IEPF-5 checklist

Claim shares and dividends back from the IEPF. Print it and tick each box. It follows the form in use since 6 October 2025.

1 · Before you file

- ☐ **MCA V3 login in the claimant's own name.** Registration is free. PAN, email and mobile are verified by OTP. An old V2 login must be upgraded to V3.
- ☐ **Entitlement letter** from the company or its registrar. The form does not insist on it, but the IEPF Authority advises getting it before you file.
- ☐ **Company CIN** of the company that exists today. A demerged company needs its own separate form.
- ☐ **Folio number, certificate numbers, distinctive numbers and number of shares**, from the certificate or the registrar.
- ☐ **Demat account in exactly the claimant's name:** the full 16-digit DP ID + Client ID. Update KYC and bank details with your depository first. The form checks them and fills in the bank details itself; you type only the bank name.
- ☐ **Aadhaar number** of the claimant and of each joint holder.
- ☐ **Someone filing for you?** A signed authority letter.
- ☐ **Shareholder has died?** The company must register the transmission to the heir: death certificate plus the succession papers SEBI's transmission rules ask for. If a joint holder died, have that name deleted with the company before you file, with a no-objection from the other holders.
- ☐ **Certificate lost?** The company's loss procedure: police complaint (FIR), newspaper advertisement in English and the local language, and an indemnity-cum-surety bond.

2 · File online at mca.gov.in

1. Log in → **MCA Services → IEPF related services → IEPF-5 Web Form**.
2. Pick the claim type: amount, shares, or amount and shares.
3. Check Aadhaar, demat, bank account and IFSC twice. Mistakes here are what slow a refund down.
4. Submit and write down the **SRN**. The acknowledgement email carries the indemnity bond to print. There is no fee for filing Form IEPF-5.

3 · Post these to the company's Nodal Officer (IEPF)

- ☐ Signed printout of the filed form and the SRN acknowledgement
- ☐ **Indemnity bond, original, signed**, on non-judicial stamp paper of your state's value. Plain paper is allowed only for a money-only claim of ₹10,000 or less.
- ☐ Original share certificates (paper holding), or the transaction statement (demat holding). If lost, the loss documents above.

- [ ] Self-attested PAN and Aadhaar. No Aadhaar? Very senior citizens, and people in some states, may send another government ID that shows the address.
- [ ] Client master list from your demat account
- [ ] Cancelled cheque with your name printed, or a passbook copy attested by the bank
- [ ] Name on the certificate differs? An affidavit, plus proof such as a marriage certificate or gazette notification
- [ ] NRI: self-attested passport or OCI card
- [ ] Entitlement letter and authority letter, if you have them

Find the Nodal Officer's address: mca.gov.in → IEPF related services → Details of Nodal Officer → search the company name. Mark the envelope "Claim for refund from IEPF Authority".

4 · After posting — do not skip this

- [ ] **Log in again and record the dispatch.** On your dashboard, under 'Pending for action', enter the posting date and upload the postal receipt. Only then is the claim finally submitted, and the status turns to 'Pending for E-Verification Report'.
- [ ] The company has **30 days** to send its verification report. The IEPF Authority decides within **60 days** of a complete report.
- [ ] Sent back for correction? You get **one** resubmission, within **15 days**, or the form is cancelled.
- [ ] Track every step with your SRN under Application History.

Before you file: is the number of shares right? Most old holdings grew through bonus issues, splits and mergers, so the number on the certificate is rarely what is held today. SharesRecover works out the current holding and its value, free: **sharesrecover.com/find-your-shares/**
Zero advance — you pay only once the shares are credited to your demat account.

General guidance from the Ministry of Corporate Affairs' "FAQs for filing new IEPF-5 – Claimant", read 20 November 2026. Rules change. Read the MCA instruction kit for Form IEPF-5 before you file. © SharesRecover · sharesrecover.com