

- Shareholder has to do online registration on the IEPF portal. (Link as stated - <http://www.mca.gov.in/mcafoportal/loadUserRegistration.do?link=loadUserRegistration> ).
- Fill IEPF-5 form and upload the necessary documents which includes original share certificates / Indemnity bond / Copy of cancelled cheque, KYC documents, etc.
- IEPF-5 form is an online Form. I tried filling the basic details. (For ready reference; I am attaching the instruction kit of Form IEPF-5).
- After all documents are uploaded and payment (if any) is made; the IEPF portal generates a receipt.
- Shareholder has to take print out of the receipt and the entire set of documentation and submit to the Company.
- Company within 30 days of receipt has to verify the documents and upload on IEPF portal.
- After the verification is done; the shares and amount will be transferred back to the shareholder.
- This entire process is based on the assumption that the shareholder is alive and has original share certificates.
- In case if shareholder is no more; transmission needs to be effected first and then the above process.
- In case if original share certificate is not available; issue of duplicate share certificate has to be effected first and then the above process.