

Instruction Kit for Form No. IEPF-2
(Statement of unclaimed and unpaid amounts and details of Nodal
officer)

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ABOUT THIS DOCUMENT

This Instruction Kit is designed as a step-by-step guide to assist the user in filling up the webform. This document provides references to law(s) governing the webform, guidelines to access the application, instructions to fill the webform at field level and important check points while filling up the webform along with other instructions to fill the webform.

User is advised to refer to the respective instruction kit for filing of each webform.

This document is divided into following sections:



Part I – Law(s) governing the webform



Part II– Accessing Form No. IEPF-2 application



Part III – Instructions to fill the webform



Part IV – Key points for successful submission

Click on any section link to refer to the particular section.

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1 PART I – LAW(S) GOVERNING THE WEBFORM

Pursuant to Rule **5(8)** and **7(2B)** of the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016.

1.1 Purpose of the webform

Form No. IEPF-2 aims to simplify the process for filing statement for unpaid and unclaimed amounts and details of Nodal/Deputy Nodal Officer by a company/bank in Form No. IEPF-2.

A company/bank having unclaimed and unpaid amount in respect of dividend declared is required to transfer such amount to a designated account to be maintained by the company/bank within 7 days of the expiry of 30 days from the date of declaration of the dividend. Claim of the investor shall be met from such account till the end of 7 years from the date of transfer of relative amount. After the end of 7 years of transfer, the pending amount should be transferred to Investor Education and Protection Fund (IEPF) maintained by the Government.

All companies/banks which have unclaimed and unpaid amounts are required to file an annual statement of the amounts transferred to the designated account maintained by the company/bank, till the said period of 7 years. The investor-wise details are also required to be filed as an attachment with the form. This statement should also include the details of unpaid amounts on deposits, debentures, application money received, interest on deposits/ debentures/ application money, redemption amount of preference shares, sale proceeds of fractional shares arising out of issuance of bonus shares, merger / amalgamation and amount received under section 38(4).

1.2 Important Check Points while filling up the webform

- ✓ *Please read instructions and guidelines carefully before filling online application webforms.*
- ✓ *Please attach the required mandatory supporting documents in the specified format only.*
- ✓ *Please ensure that applicant is registered as a business user on the MCA portal before filing the webform.*
- ✓ *Please note that the company / bank for which the webform is being filed shall be registered with MCA and shall have a valid and approved CIN / BCIN.*
- ✓ *Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC.*
- ✓ *Please ensure that the DSC of the signatory attached in the webform is registered on MCA portal against the DIN/PAN/Membership number as provided in the webform.*
- ✓ *Please ensure the signatories to the webform shall have an approved DIN or valid PAN/ Membership number as applicable.*
- ✓ *If the space within any of the fields is not sufficient to provide all the information, then additional details can be provided as an optional attachment to the webform.*
- ✓ *Please ensure that the membership number and/or certificate of practice number of the professional certifying the webform is a valid membership/certificate of practice number as existing in the database for that particular category of the professional and further they should not also be debarred.*
- ✓ *Please ensure the DIN/ PAN/ Membership number entered in the company/bank signatory field is associated with the company/bank (CIN/BCIN) under the selected designation as on the date of filing.*
- ✓ *Please ensure the PAN of authorized person is mapped with the bank.*

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- ✓ Please ensure DIN is not flagged for disqualification.
- ✓ Please note multiple filing of webform IEPF-2 for same financial year is not allowed if it is filed for 'statement of unclaimed and unpaid amounts'
- ✓ Please note multiple filing of webform IEPF-2 for same financial year is allowed if it is filed for 'Nodal officer' – 'Appointment / Updation' or 'Deputy Nodal Officer' - 'Appointment / Updation / Cessation'.
- ✓ Please note same PAN cannot be entered for more than one Nodal Officer/Deputy Nodal Officer of company/bank. However, this rule will not apply if PAN is entered in case of holding or subsidiary company.
- ✓ Please ensure person being appointed as Nodal Officer should be citizen and resident of India.
- ✓ Please note that the Nodal Officer/Deputy Nodal Officer appointed in a company/bank cannot be appointed as Nodal Officer/Deputy Nodal Officer in another company/bank. This rule will not apply in case of holding or subsidiary company.
- ✓ Please ensure same PAN does not hold both designations: 'Nodal Officer' or 'Deputy Nodal Officer' in a company/bank.
- ✓ Please ensure if 'Deputy Nodal officer' - 'Updation' / 'Cessation' is selected, the PAN is already associated with company/bank as Deputy Nodal Officer.
- ✓ Please ensure if 'Nodal officer' - 'Updation' only is selected, the PAN entered should be a valid PAN associated with company/bank as Nodal Officer.
- ✓ Please note that maximum 5 Deputy Nodal Officers can be appointed in a company/bank.
- ✓ Please ensure that the total amount captured in table for each financial year and in-total (field number 9[1, 2, 3, 4, 5, 6, 7, 8,9]) matches with the total amount entered in excel attachment.
- ✓ Please ensure that financial year end date should be on or after 30th September 2011.
- ✓ Please ensure that the proposed date of transfer to IEPF mentioned in the investor wise details excel attachment is greater than date entered in field number 5(b) i.e. "Date of annual general meeting (AGM) or Due date whichever is earlier (DD/MM/YYYY)".
- ✓ Please ensure that the webform is not signed by a director / Manager/ Company Secretary / CEO / CFO of the company in respect of whom webform DIR-12/32 has been filed for cessation and the work item in respect of same has not been closed.
- ✓ Please note single name is allowed in applicant name and/or father's name only in case same single name is there in PAN database. This is applicable only in case webform is filed for appointment of Deputy Nodal officer and 'others' option is selected in field number 4(a) i.e. "Name of the Deputy Nodal Officer to be added".
- ✓ Please ensure that the size of the each excel template uploaded showing the investor wise details does not exceed 20 MB.

2 PART II – ACCESSING FORM NO. IEPF-2 APPLICATION

2.1 Application Process for Form No. IEPF-2

2.1.1 Initial Submission

2.1.1.1 Option 1

STEP 1: Access MCA homepage

STEP 2: Login to MCA portal with valid credentials¹

STEP 3: Select “MCA services”

STEP 4: Select “IEPF related Services”

STEP 5: Navigate to the form “IEPF-2”

STEP 6: Fill up the application.

STEP 7: Save the webform as a draft (optional)²

STEP 8: Submit the webform.

STEP 9: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA)

STEP 10: Pending for Investor details validation (If purpose 1 is selected)

STEP 11: Download PDF

STEP 12: Affix the DSC

STEP 13: Upload the DSC affixed pdf document and excel files containing the details of the investors on MCA portal

STEP 14: Pay Fees (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation and complete the payment within 7 days of successful upload of DSC affixed document or due date of filing of the webform + 2 days, whichever is earlier, the SRN will be cancelled)

STEP 15: Acknowledgement is Generated

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access Form No. IEPF-2 through search bar on MCA homepage (website search)⁶

STEP 3: Login to MCA portal with valid credentials

Follow Steps 6 to 15 as mentioned in Option 1

¹ In case Option 1 is selected, the user will have an option to either login immediately after accessing the MCA homepage, or login after selecting “Statement of amounts credited to IEPF or transfer of amounts on account of shares transferred to the fund” in case the user is not already logged in.

² The option to save the webform as a draft shall be enabled once the user enters the CIN / BCIN.

⁶ In case Option 2 is selected, the user will have an option to either login immediately after accessing the MCA homepage or login after performing the website search.

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3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill ‘Form No. IEPF-2’ at Field Level

Instructions to fill ‘Form No. IEPF-2’ are tabulated below at field level. Only important fields that require detailed instructions are explained. Self-explanatory fields are not explained.

Field No.	Field Name	Instructions
2(a)	Corporate identity number (CIN) / Bank Corporate Identification number (BCIN)	i. In case of company/bank users, CIN/BCIN of company/bank shall be prefilled based on the user id. ii. In case of professional users, a search option shall be provided to search the CIN/BCIN basis the company/bank name. Either full name of the company/bank or partial name can be used to search the company/bank. iii. In case of other business users, a dropdown option is provided containing the list of CIN/BCIN with which the user is associated. iv. In all the other cases, wherein the details are not being prefilled, then the user shall have to manually enter CIN/BCIN of the company/bank in this field.
2(f)	If Yes, CIN of the holding/Subsidiary company	i. This field shall be displayed and mandatory if ‘Nodal officer’ is selected in field number 1(a) i.e. “Purpose of filing is related to” and ‘Appointment’ or ‘Updation’ is selected in field number 1(b) i.e. “Sub Purpose of filing”. ii. This field shall be displayed and mandatory if ‘Yes’ is selected in field number 2(e) i.e. “Whether a person is already an existing nodal officer in any holding/subsidiary company”.
3(a)	Name of the Nodal Officer	i. This field shall be displayed and mandatory if ‘Nodal officer’ is selected in field number 1(a) i.e. “Purpose of filing is related to” and ‘Appointment’ or ‘Updation’ is selected in field number 1(b) i.e. “Sub Purpose of filing”. ii. In case user selects ‘Appointment’ in field number 1(b) i.e. “Sub Purpose of filing” dropdown option shall appear. iii. List of names of Directors, CFO and Company Secretary is provided in dropdown for selection. iv. In case user selects ‘Updation’ in field number 1(b) i.e. “Sub Purpose of filing”, name of the nodal officer of the company shall be prefilled and non-editable
3(h)	Date of Birth (DD/MM/YYYY)	i. This field shall be displayed and mandatory if ‘Nodal officer’ is selected in field number 1(a) i.e. “Purpose of

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Field No.	Field Name	Instructions
		filing is related to” and ‘Appointment’ is selected in field number 1(b) i.e. “Sub Purpose of filing”.
		ii. The Nodal officer should be 18 years of age.
3(m)	Phone (With STD/ISD code)	i. These fields shall be displayed and mandatory if ‘Nodal officer’ is selected in field number 1(a) i.e. “Purpose of filing is related to” and ‘Appointment’ or ‘Updation’ is selected in field number 1(b) i.e. “Sub Purpose of filing”.
3(n)	Mobile Number	ii. '+91 shall be prefilled and rest 10 characters will be entered by the user.
3(p)	Date of Board Resolution (DD/MM/YYYY)	i. This field shall be displayed and mandatory if ‘Nodal officer’ is selected in field number 1(a) i.e. “Purpose of filing is related to” and ‘Appointment’ or ‘Updation’ is selected in field number 1(b) i.e. “Sub Purpose of filing”.
		ii. Entered date shall be less than or equal to system date and greater than date of incorporation.
4	Number of Deputy Nodal Officers to be added	i. This field shall be displayed and mandatory if ‘Deputy Nodal officer’ is selected in field number 1(a) i.e. “Purpose of filing is related to” and ‘Appointment’ is selected in field number 1(b) i.e. “Sub Purpose of filing”.
		ii. Entered number cannot be more than 5.
		iii. Based on number entered in this field, an information block containing field number 4(a) i.e. “Name of the Deputy Nodal Officer to be added”, field number 4(b) i.e. “First Name” to field number 4(p) i.e. “Date of Board Resolution (DD/MM/YYYY)” shall be re-generated.
4(a)	Name of the Deputy Nodal Officer to be added	i. This field shall be displayed and mandatory if ‘Deputy Nodal officer’ is selected in field number 1(a) i.e. “Purpose of filing is related to” and ‘Appointment’ is selected in field number 1(b) i.e. “Sub Purpose of filing”.
		ii. List of names of KMPs along with option 'Others' shall be provided as dropdown for selection.
4(a)(i)	Number of Deputy Nodal Officers for which details need to be updated	i. This field shall be displayed and mandatory if ‘Deputy Nodal officer’ is selected in field number 1(a) i.e. “Purpose of filing is related to” and ‘Updation’ is selected in field number 1(b) i.e. “Sub Purpose of filing”.
		ii. Entered number cannot be more than 5.

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Field No.	Field Name	Instructions
		iii. Entered number shall be less than or equal to the number of deputy nodal officer associated with the CIN/BCIN. iv. Based on number entered in this field, an information block containing field number 4(a)(ii) i.e. “Name of the Deputy Nodal Officer whose details needs to be updated”, field number 4(i) i.e. “PAN” to field number 4(p) i.e. “Date of Board Resolution (DD/MM/YYYY)” shall be re-generated.
4(a)(iii)	Number of Deputy Nodal Officers is to be ceased	i. This field shall be displayed and mandatory if ‘Deputy Nodal officer’ is selected in field number 1(a) i.e. “Purpose of filing is related to” and ‘Cessation’ is selected in field number 1(b) i.e. “Sub Purpose of filing”. ii. Entered number cannot be more than 5. iii. Entered number shall be less than or equal to the number of deputy nodal officer associated with the CIN/BCIN.
4(b)	First name	i. This field shall be displayed and mandatory if ‘Deputy Nodal officer’ is selected in field number 1(a) i.e. “Purpose of filing is related to” and ‘Appointment’ is selected in field number 1(b) i.e. “Sub Purpose of filing”. ii. This field shall be prefilled and remain editable on the basis of selection (other than option 'Others') done in field number 4(a) i.e. “Name of the Deputy Nodal Officer to be added”. iii. If 'Others' is selected, shall be entered manually by user. iv. Single alphabet shall not be allowed. Either of first name or last name shall be mandatory to enter.
4(c)	Middle name	i. This field shall be displayed and optional if ‘Deputy Nodal officer’ is selected in field number 1(a) i.e. “Purpose of filing is related to” and ‘Appointment’ is selected in field number 1(b) i.e. “Sub Purpose of filing”. ii. This field shall be prefilled and remain editable on the basis of selection (other than option 'Others') done in field number 4(a) i.e. “Name of the Deputy Nodal Officer to be added”. iii. If 'Others' is selected, shall be entered manually by user.
4(d)	Last name	i. This field shall be displayed and mandatory if ‘Deputy Nodal officer’ is selected in field number 1(a) i.e. “Purpose of filing is related to” and ‘Appointment’ is selected in field number 1(b) i.e. “Sub Purpose of filing”.

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Field No.	Field Name	Instructions
		ii. This field shall be prefilled and remain editable on the basis of selection (other than option 'Others') done in field number 4(a) i.e. "Name of the Deputy Nodal Officer to be added". iii. If 'Others' is selected, shall be entered manually by user. iv. Single alphabet shall not be allowed. Either of first name or last name shall be mandatory to enter.
4(e)	Father's First Name	i. This field shall be displayed and mandatory if 'Deputy Nodal officer' is selected in field number 1(a) i.e. "Purpose of filing is related to" and 'Appointment' is selected in field number 1(b) i.e. "Sub Purpose of filing". ii. This field shall be prefilled and remain editable on the basis of selection (other than option 'Others') done in field number 4(a) i.e. "Name of the Deputy Nodal Officer to be added". iii. If 'Others' is selected, shall be entered manually by user. iv. Single alphabet shall not be allowed. Either of first name or last name shall be mandatory to enter.
4(f)	Father's Middle Name	i. This field shall be displayed and optional if 'Deputy Nodal officer' is selected in field number 1(a) i.e. "Purpose of filing is related to" and 'Appointment' is selected in field number 1(b) i.e. "Sub Purpose of filing". ii. This field shall be prefilled and remain editable on the basis of selection (other than option 'Others') done in field number 4(a) i.e. "Name of the Deputy Nodal Officer to be added". iii. If 'Others' is selected, shall be entered manually by user.
4(g)	Father's Last Name	i. This field shall be displayed and mandatory if 'Deputy Nodal officer' is selected in field number 1(a) i.e. "Purpose of filing is related to" and 'Appointment' is selected in field number 1(b) i.e. "Sub Purpose of filing". ii. This field shall be prefilled and remain editable on the basis of selection (other than option 'Others') done in field number 4(a) i.e. "Name of the Deputy Nodal Officer to be added". iii. If 'Others' is selected, shall be entered manually by user. iv. Single alphabet shall not be allowed. Either of first name or last name shall be mandatory to enter.
4(h)	Date of Birth (DD/MM/YYYY)	i. This field shall be displayed and mandatory if 'Deputy Nodal officer' is selected in field number 1(a) i.e.

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Field No.	Field Name	Instructions
		“Purpose of filing is related to” and ‘Appointment’ is selected in field number 1(b) i.e. “Sub Purpose of filing”. ii. This field shall be prefilled and remain editable on the basis of selection (other than option 'Others') done in field number 4(a) i.e. “Name of the Deputy Nodal Officer to be added”. iii. If 'Others' is selected, shall be entered manually by user. iv. Difference between date of birth entered and system date should be greater than or equal to 18 years.
4(i)	PAN	i. This field shall be displayed and mandatory if ‘Deputy Nodal officer’ is selected in field number 1(a) i.e. “Purpose of filing is related to” and ‘Appointment’ or ‘Updation’ or ‘Cessation’ is selected in field number 1(b) i.e. “Sub Purpose of filing”. ii. A 10-digit alphanumeric number shall be entered where first five characters are alphabet, the next four characters are numbers and the last character is also an alphabet.
	Verify Income Tax PAN	i. This button shall be enabled if ‘Deputy Nodal officer’ is selected in field number 1(a) i.e. “Purpose of filing is related to” and ‘Appointment’ is selected in field number 1(b) i.e. “Sub Purpose of filing”. ii. Upon clicking on this action button, applicant's name, father's name and date of birth shall be verified from the PAN database.
4(k)	Gender	i. This field shall be displayed and mandatory if ‘Deputy Nodal officer’ is selected in field number 1(a) i.e. “Purpose of filing is related to” and ‘Appointment’ is selected in field number 1(b) i.e. “Sub Purpose of filing”. ii. This field shall be prefilled and remain editable on the basis of selection (other than option 'Others') done in field number 4(a) i.e. “Name of the Deputy Nodal Officer to be added”. iii. If 'Others' is selected, shall be entered manually by user.
	Address Line 1	i. These fields shall be displayed if ‘Deputy Nodal officer’ is selected in field number 1(a) i.e. “Purpose of filing is related to” and ‘Appointment’ or ‘Updation’ is selected in field number 1(b) i.e. “Sub Purpose of filing”.
	Address Line 2	ii. These fields shall be prefilled and remain editable on the basis of selection (other than option 'Others') done in field number 4(a) i.e. “Name of the Deputy Nodal Officer to be added”.

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Field No.	Field Name	Instructions
		iii. If 'Others' is selected, shall be entered manually by user. iv. Do not enter special characters (~,^ and Non ASCII values)
	Pin Code/Zip code	i. This field shall be displayed and mandatory if 'Deputy Nodal officer' is selected in field number 1(a) i.e. "Purpose of filing is related to" and 'Appointment' or 'Updation' is selected in field number 1(b) i.e. "Sub Purpose of filing". ii. This field shall be prefilled and remain editable on the basis of selection (other than option 'Others') done in field number 4(a) i.e. "Name of the Deputy Nodal Officer to be added". iii. If 'Others' is selected, shall be entered manually by user.
	Area/Locality	i. This field shall be displayed and mandatory if 'Deputy Nodal officer' is selected in field number 1(a) i.e. "Purpose of filing is related to" and 'Appointment' or 'Updation' is selected in field number 1(b) i.e. "Sub Purpose of filing". ii. This field shall be prefilled and remain editable on the basis of selection (other than option 'Others') done in field number 4(a) i.e. "Name of the Deputy Nodal Officer to be added". iii. If 'Others' is selected, shall be entered manually by user. iv. List of areas corresponding to the PIN code shall be shown in the dropdown.
4(p)	Date of Board Resolution (DD/MM/YYYY)	i. This field shall be displayed and mandatory if 'Deputy Nodal officer' is selected in field number 1(a) i.e. "Purpose of filing is related to" and 'Appointment' or 'Updation' or 'Cessation' is selected in field number 1(b) i.e. "Sub Purpose of filing". ii. Entered date shall be less than or equal to system date and greater than date of incorporation.
5(a)	Financial year ended (FY-7)	i. This field shall be displayed and mandatory if 'Statement of unclaimed and unpaid amounts' is selected in field number 1(a) i.e. "Purpose of filing is related to". ii. Entered date shall be less than or equal to system date and greater than date of incorporation.
5(b)	Date of annual general meeting (AGM) or Due date whichever is earlier (DD/MM/YYYY)	i. This field shall be displayed and mandatory if 'Statement of unclaimed and unpaid amounts' is selected in field number 1(a) i.e. "Purpose of filing is related to".

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Field No.	Field Name	Instructions
		ii. Entered date shall be less than or equal to system date and greater than date entered in field number 5(a) i.e. “Financial year ended (FY-7)”.
7	Number of small shareholders of the company	i. These fields shall be displayed and mandatory if ‘Statement of unclaimed and unpaid amounts’ is selected in field number 1(a) i.e. “Purpose of filing is related to”.
8	Number of small depositors of the company	ii. These fields shall be mandatory in case of company (if CIN is entered in field number 2(a) i.e. “Corporate identity number (CIN) / Bank Corporate Identification number (BCIN)”).
9(1)	Amount in the unclaimed and unpaid dividend accounts of companies/banks	These fields shall be displayed and mandatory if ‘Statement of unclaimed and unpaid amounts’ is selected in field number 1(a) i.e. “Purpose of filing is related to”.
9(1)(a)	No. of Underlying Shares for the Amount in the unpaid dividend accounts of companies/banks	
9(1)(b)	Amount refunded by the Company/bank from the unpaid dividend account during the year	
9(2)	The amount received under sub-section (4) of section 38	
9(3)	Amount of application moneys received and due for refund	
9(4)	Amount of matured deposits	
9(4)(a)	Amount refunded by the Company/bank from the matured deposits during the year	
9(5)	Amount of matured debentures	
9(5)(a)	Amount refunded by the Company/bank from the matured debentures during the year	
9(6)	Interest accrued on the amounts referred in clause 3 to 5 above	
9(6)(i)	Application money due for refund	
9(6)(ii)	Matured deposit with companies/banks	
9(6)(iii)	Matured debentures with companies/banks	

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Field No.	Field Name	Instructions
9(7)	Sale proceeds of fractional shares arising out of issuance of bonus /shares, merger and amalgamation	
9(8)	Redemption amount of preference shares	
	Attachments	All the attachments shall be either in pdf or.jpg or excel format.
(1)	Investor wise details (excel file)	i. The attachment shall be provided in case 'Statement of unclaimed and unpaid amounts' is selected in field number 1(a) i.e. "Purpose of filing is related to". ii. The attachment shall be in excel format. iii. The maximum size allowed for the each excel attachment is 20 MB and total 40 excel files are allowed. iv. User can download the updated version of excel from form itself. v. System will take 15 minutes (approx) on a standard laptop, with the configuration i.e. Intel i5 system and 16 GB RAM (with no other programs active and connected to power), to perform all validations and compute the total amount across all "Investor Types on 1 excel file of 20 MB file with approximately 3 Lac rows of data.
(2)	Board Resolution for appointment of Nodal Officer/ Deputy Nodal Officer	i. The attachment shall be provided in case 'Nodal officer' or 'Deputy Nodal officer' is selected in field number 1(a) i.e. "Purpose of filing is related to" and 'Appointment' or 'Updation' or 'Cessation' is selected in field number 1(b) i.e. "Sub purpose of filing". ii. The attachment shall be either in pdf or .jpg format. iii. The maximum size allowed for the attachment shall be 2MB.
(3)	Optional attachment(s), (if any)	i. This field can be used to provide any other information. ii. The attachment shall be either in pdf or .jpg format. iii. Please note that the user has an option to upload up to five optional attachments. iv. The maximum size allowed for the attachment shall be 2MB.
	Declaration	Entered date shall be less than or equal to system date and greater than date of incorporation of the company/bank
	Dated (DD/MM/YYYY) ... to sign and submit this form.	
	To be digitally signed by	

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Field No.	Field Name	Instructions
	Designation (Director/Manager/Company Secretary/Managing Director/CEO/CFO/Authorised person of the bank)	In case wherein BCIN is entered in field number 2(a) i.e. 'Corporate identity number (CIN) / Bank Corporate Identification number (BCIN)', authorised person of the bank shall be signatory.
	DIN of the director or Managing Director or PAN of the manager or CEO or CFO or Membership number of the secretary or PAN of Authorised person of the bank	i. In case 'Director' or 'Managing director' is selected in field "Designation" then DIN shall be enquired. ii. In case 'Manager', 'CFO', 'CEO' or 'Authorised person of the bank' is selected in field "Designation" then PAN shall be enquired. iii. In case 'Company Secretary' is selected in field "Designation" membership number shall be enquired.

3.2 Other instructions to fill 'Form No. IEPF-2'

Buttons	Particulars
Choose File	i. Click the "Choose File" button to browse and select a document that is required to be attached as a supporting to Form No. IEPF-2. ii. The investor wise details should be uploaded in excel format in excel format and maximum size allowed for the each excel attachment is 20 MB and total 40 excel files are allowed. The total file size allowed upto 800 MB. iii. All other attachments should be uploaded in pdf or .jpg format . The size of each individual attachment can be up to 2MB . iv. The user has an option to attach multiple files as attachments within the webform.
Remove	The user has an option to remove files from the attachment section using the "Remove" option provided against each attachment.
Download	The user has an option to download the attached file(s) using the "Download" option provided against each attachment.
Save	i. Click on "Save" button for saving the application in a draft webform at any given point in time prior to submitting the webform. ii. The "Save" option will be enabled only after entering the CIN / BCIN . iii. This is an optional field. iv. On saving the webform, all the information filled in the webform will be saved and can be edited/updated till the time webform is submitted. v. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.
Submit	i. This is a mandatory field. ii. When the user clicks on the "submit" button the details filled in the webform are auto saved and the system verifies the webform. Incase errors are detected the user will be taken back to webform and all the relevant error messages shall be displayed.

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Buttons	Particulars
	iii. In case at the submission of webform no errors are detected by the system the submission will be successful.

4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

4.1 Fee rules

S#	Purpose of webform	Normal Fee	Additional (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit (days) for filing
1	Filing of statement of Unpaid and Unclaimed Amounts	The Companies (Registration offices and Fees) Rules, 2014	NA	60 days should be calculated from date mentioned in field number 5(b) i.e. “Date of annual general meeting (AGM) or Due date whichever is earlier DD/MM/YYYY)”	60 days
2	Webform filed for appointment / Updation of details of Nodal officer and appointment / Updation / cessation of details of Deputy nodal Officer	The Companies (Registration offices and Fees) Rules, 2014	NA	Date of Board Resolution	7 days

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Fee payable is subject to changes in pursuance of the Act, or any rule or regulation made, or notification issued thereunder.

4.1.1 Companies (Registration of offices and fees) Rules, 2014

Table 1

Normal filing fees

In case of company having share capital

S#	Nominal Share Capital (INR)	Normal Fee applicable (INR)
1	Less than 1,00,000	200
2	1,00,000 up to 4,99,999	300
3	5,00,000 to 24,99,999	400
4	25,00,000 to 99,99,999	500
5	1,00,00,000 or more	600

In case of company not having share capital

Normal Fee applicable (INR)

200

Table 2

Additional Fees in case of delay in filing of webforms

S#	Period of delay	Additional fee applicable (INR)
1	Up to 30 days	2 times of normal filing fees
2	More than 30 days and up to 60 days	4 times of normal filing fees
3	More than 60 days and up to 90 days	6 times of normal filing fees
4	More than 90 days and up to 180 days	10 times of normal filing fees
5	More than 180 days	12 times of normal filing fees

4.2 Processing Type

Form No. IEPF-2 shall be processed in STP mode and shall be taken on record through electronic mode without any further processing. Ensure that all particulars in the webform are correct. There is no provision for resubmission of this webform.

4.3 Useful links

1. Link to access Form No. IEPF-2: <https://mca.gov.in/content/mca/global/en/mca/e-filing/IEPF-Services/IEPF-2.html>

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officer)

2. FAQ's related to e-filing: <https://www.iepf.gov.in/content/iepf/global/master/Home/HelpAndFAQs/faqs-for-company.html>
3. Payment and Fee related services: <https://www.mca.gov.in/MinistryV2/paymentservices.html>.

5 PART V – Annexures

5.1 Annexure A – Template - Investor wise details



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