Procedure for filing IEPF – 5 form

Step 1	Visit the MCA portal
Step 2	Log in using valid MCA credentials
Step 3	From the dashboard, click "**MCA Services**"
Step 4	Click on "**IEPF Related Services**"
Step 5	Select **"IEPF-5 Web Form – Claiming Unpaid Amounts & Shares."**
Step 6	Enter all required details and complete the web form.
Step 7	Save the partially completed form as a draft for future submission.
Step 8	Verify the details and submit the application.
Step 9	Upon successful submission, a **Service Request Number (SRN)** is generated for future correspondence with MCA.
Step 10	An indemnity bond is generated and sent along with the acknowledgment email.
Step 11	Inform the concerned company regarding the filing of the IEPF-5 application.
Step 12	Send the required physical documents to the concerned company.
Step 13	Check the **"Pending for Action"** tab on the MCA dashboard and submit the date of dispatch along with proof of dispatch.
Step 14	After submission of Form IEPF-5, the SRN status is updated to **"Pending for E-Verification Report."**

For detailed information regarding step wise procedure to file the form can be accessed at: Help & FAQs > Instruction kit for claimant filing V3 > Form No. IEPF-5. https://www.iepf.gov.in/content/dam/iepf/pdf/iepf-forms/Instruction-Kit-Form-No-IEPF-5-20240718.pdf