

| Read the following instructions carefully before proceeding to enter the Investor Details: | |
|--|---|
| Important Note | <p>(i) Install the pre-requisite softwares to proceed. The path for the same is as follows: MCA Portal >> Investor Services >> IEPF >> IEPF Application >> Prerequisite Software</p> <p>(ii) Upload the excel file in the format xls only</p> <p>(iii) Do not make any changes in the excel format/sheet name. Also do not delete any tab/sheet in the file</p> <p>PLEASE NOTE:</p> <p>1) Kindly ensure that Summation of amounts in the excel(s) should be equal to that in IEPF Form, else your excel shall get rejected.</p> <p>2) Kindly ensure that AGM Date in the excel(s) should be same as in IEPF Form, else your excel shall get rejected.</p> |
| Steps to follow to fill details in the 'Investor Details' tab. | |
| Enable Macros | <p>It is important that you Enable Macro using following instructions :</p> <p>a) Excel 2000 and 2003: Tools-->Macro-->Security-->Select 'Low'-->OK</p> <p>b) Excel 2007: Office Button-->Excel Options-->Trust Center-->Trust Center Settings-->Macro Settings-->Enable all Macros-->OK</p> <p>PI Note : Close the Excel Sheet and re-open it after enabling Macro to start.</p> |
| Enter the CIN | <p>(i) Enter the CIN in the excel (cell B2)</p> <p>(ii) Click on "Prefill" button</p> <p>(iii) Company Name will be automatically filled on click of prefill button . User need not enter it.</p> |
| Add Investor Details | <p>(i) Fill in the required details in <u>Columns A to P for Investor Details</u> (row 15 onwards)</p> <p>(ii) Follow the below mentioned validations for filling in the details.</p> <p>First Name -> Mandatory if 'Last Name' is blank and Length should be less or equal to 35 characters.</p> <p>Middle Name -> Length should be less or equal to 35 characters.</p> <p>Investor Last Name -> Mandatory if 'First Name' is blank and Length should be less or equal to 35 characters.</p> <p>Father/Husband First Name -> Mandatory if 'Father/Husband Last Name' is blank and Length should be less or equal to 35 characters.</p> <p>Father/Husband Middle Name -> Length should be less or equal to 35 characters.</p> <p>Father/Husband Last Name -> Mandatory if 'Father/Husband First Name' is blank and Length should be less or equal to 35 characters.</p> <p>Address -> Mandatory and Length should be less or equal to 300 characters.</p> <p>Country -> Mandatory and Select value from the dropdown.</p> <p>State -> Mandatory and Select value from the dropdown.</p> <p>(1) If the Country is "INDIA", the state should Indian state</p> <p>(2) If the Country is other than INDIA state should be "NA".</p> <p>District -> Select value from the dropdown.</p> <p>(1) If the Country is "INDIA", the district should be Indian districts corresponding to the State selected in dropdown.</p> <p>(2) If the Country is other than INDIA district will be "NA"</p> <p>Pin code -> Alphanumeric and Length should be either 6 or 12 digit</p> <p>Folio Number -> Mandatory and Length should be less than or equal to 20 characters.</p> <p>Investment Type -> Select value from the dropdown.</p> <p>Amount Due -> Mandatory and should be greater than zero.</p> <p>Date of Event -> should be in DD-MON-YYYY format where 'MON' implies first three letters of Month.</p> <p>Alphanumeric and Should be equal to 10 characters</p> <p>Date of Birth -> Should be in DD-MON-YYYY format where 'MON' implies first three letters of Month.</p> <p>Aadhar Number -> Should be exactly 12 digits.</p> <p>Nominee Name -> Length should be less than or equal to 100 characters.</p> <p>Joint Holder Name -> Length should be less than or equal to 100 characters.</p> <p>Remarks -> Length should be less than or equal to 100 characters.</p> <p>Is the Investment (amount / shares) under any litigation. -> Mandatory and select value from Dropdown</p> <p>Is the shares transfer from unpaid suspense account (Yes/No) -> Mandatory and select value from Dropdown</p> |
| Save the Excel file | <p>If you have multiple excels for the same CIN and SRN; use the below nomenclature: (ABC_1.xls, ABC_2.xls, ABC_3.xls ...) where ABC represents the CIN of the Company</p> |
| Upload the Excel file | <p>Path to upload the excel file is HOME -> IEPF SERVICES -> Upload Investor details.</p> |

