

**Read the following instructions carefully before proceeding to enter the Investor Details:**

**Important Note**

- (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
  - (ii) Upload the excel file in the format xls only
  - (iii) Do not make any changes in the excel format/sheet name. Also do not delete any tab/sheet in the file
- PLEASE NOTE:**
- 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.
  - 2) Kindly ensure that AGM Date in the excel(s) should be same as in IEPF Form, else your excel shall get rejected.

**Steps to follow to fill details in the 'Investor Details' tab.**

**Enable Macros**

- It is important that you Enable Macro using following instructions :
- a) Excel 2000 and 2003: Tools-->Macro-->Security-->Select 'Low'-->OK
  - b) Excel 2007: Office Button-->Excel Options-->Trust Center-->Trust Center Settings-->Macro Settings-->Enable all Macros-->OK
- PI Note : Close the Excel Sheet and re-open it after enabling Macro to start.**

**Enter the CIN**

- (i) Enter the CIN in the excel (cell B2)
- (ii) Click on "Prefill" button
- (iii) Company Name **will be automatically filled** on click of prefill button . **User need not enter it.**

<p><b>Add Investor Details</b></p>	<p>(i) Fill in the required details in Columns A to P for Investor Details (row 15 onwards)  (ii) <b>Follow the below mentioned validations for filling in the details.</b>  First Name -&gt; Mandatory if 'Last Name' is blank and Length should be less or equal to 35 characters.  Middle Name -&gt; Length should be less or equal to 35 characters.  Investor Last Name -&gt; Mandatory if 'First Name' is blank and Length should be less or equal to 35 characters.  Father/Husband First Name -&gt; Mandatory if 'Father/Husband Last Name' is blank and Length should be less or equal to 35 characters.  Father/Husband Middle Name -&gt; Length should be less or equal to 35 characters.  Father/Husband Last Name -&gt; Mandatory if 'Father/Husband First Name' is blank and Length should be less or equal to 35 characters.  Address -&gt; Mandatory and Length should be less or equal to 300 characters.  Country -&gt; Mandatory and Select value from the dropdown.  State -&gt; Mandatory and Select value from the dropdown.  (1)If the Country is "INDIA", the state should Indian state  (2)If the Country is other than INDIA state should be "NA".  District -&gt; Select value from the dropdown.  (1)If the Country is "INDIA", the district should be Indian districts corresponding to the State selected in dropdown.  (2)If the Country is other than INDIA district will be "NA"  Pin code -&gt; Alphanumeric and Length should be either 6 or 12 digit  Folio Number -&gt; Mandatory and Length should be less than or equal to 20 characters.  Investment Type -&gt; Select value from the dropdown.  Amount Due -&gt; Mandatory and should be greater than zero.  Date of Event-&gt; should be in DD-MON-YYYY format where 'MON' implies first three letters of Month.  Alphanumeric and Should be equal to 10 characters  Date of Birth -&gt; Should be in DD-MON-YYYY format where 'MON' implies first three letters of Month.  Aadhar Number -&gt; Should be exactly 12 digits.  Nominee Name -&gt; Length should be less than or equal to 100 characters.  Joint Holder Name -&gt; Length should be less than or equal to 100 characters.  Remarks -&gt; Length should be less than or equal to 100 characters.  Is the Investment (amount / shares )under any litigation. -&gt; Mandatory and select value from Dropdown  Is the shares transfer from unpaid suspense account (Yes/No) -&gt; Mandatory and select value from Dropdown</p>
<p><b>Save the Excel file</b></p>	<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>
<p><b>Upload the Excel file</b></p>	<p><b>Path to upload the excel file is HOME -&gt; IEPF SERVICES -&gt; Upload Investor details.</b></p>

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