	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 formatxls 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 SettingsMacro 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.								

	(i) Fill in the required details in Columns A to P for Investor Details (row 15 onwards)								
	(ii) Follow the below mentioned validations for filling in the details.								
	First Name -> Mandatory if 'Last Name' is blank and Length should be less or equal to 35 characters.								
	Middle Name -> Length should be less or equal to 35 characters.								
	Investor Last Name -> Mandatory if 'First Name' is blank and Length should be less or equal to 35 characters.								
	Father/Husband First Name -> Mandatory if 'Father/Husband Last Name' is blank and Length should be less or equal to 35 characters.								
	Father/Husband Middle Name -> Length should be less or equal to 35 characters.								
	Father/Husband Last Name -> Mandatory if 'Father/Husband First Name' is blank and Length should be less or equal to 35 characters.								
	Address -> Mandatory and Length should be less or equal to 300 characters.								
	Country -> Mandatory and Select value from the dropdown.								
	State -> 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 -> Select value from the dropdown.								
Add Investor Details	(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 -> Alphanumeric and Length should be eithe 6 or 12 dight								
	Folio Number -> Mandatory and Length should be less than or equal to 20 characters.								
	Investment Type -> Select value from the dropdown.								
	Amount Due -> Mandatory and should be greater than zero.								
	Date of Event-> 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 -> Should be in DD-MON-YYYY format where 'MON' implies first three letters of Month.								
	Aadhar Number -> Should be exactly 12 digits.								
	Nominee Name -> Length should be less than or equal to 100 characters.								
	Joint Holder Name -> Length should be less than or equal to 100 characters.								
	Remarks -> Length should be less than or equal to 100 characters.								
	Is the Investment (amount / shares)under any litigation> Mandatory and select value from Dropdown								
	Is the shares transfer from unpaid suspense account (Yes/No) -> Mandatory and select value from Dropdown								
	If you have multiple excels for the same CIN and SRN; use the below nomenclature:								
Save the Excel file	(ABC_1.xls, ABC_2.xls,ABC_3.xls) where ABC represents the CIN of the Company								
Upload the Excel file	Path to upload the excel file is HOME -> IEPF SERVICES -> Upload Investor details.								

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Investor First Name	Investor Middle Name	Investor Last Name	Father/Husband First Name	Father/Husband Middle Name	Father/Husband Last Name	Address	Country	State	District	Pin Code	Folio Number	DP Id-Client Id- Account Number	Number of shares	Nominal value of shares	Actual Date of transfer to IEPF (DO- MON-YPPY)	PAN	Date of Birth(DD- MON-YYYY)	Aadhar Number	Nominee Name	Joint Holder Name	Remarks	is the investment (amount/shares) under any litigation	Is the shares transfer from unpaid suspense account
						234, D.D.A. Office Complex, Cycle					GRAUGOOGGGGGAG												
ALANKIT	ASSIGNMENTS	LIMITED	NA.			Market, Jhandewalan Extn.,	NDIA	Delhi		110001	0489		1870	187	10 19-Jun-2023							No	No
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						DAHOD URBAN CO-OP BANK LTD.,					GRAU000000000000												
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						NAVAPUR, OPP. KAWDA BAUG,					GRAU000000000BM00												
MAHESH	P	SHAH	NA			VADODARA,	NDIA	Gujarat		390001	0581		2000	200	00 19-Jun-2023							No	No
						C/O SUMAN TRADING CO.																	
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MR	ANUP	SHETH	CHHOTALAL			MAHM BOMBAY,	NDIA	Maharashtra	4	400005			620	62	10 19-Jun-2023					SHETH		No	No
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						8/75, SHREERAM PRASAD,			1		GRAU0000000008500												
\$	x	MURTI	NA			SHAUDAJI RDAD, MATUNGA,	NDIA	Maharashtra	4	400019			350	35	i0 19-Jun-2023					MEKVRAMANAN		No	No
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						"SHASHI VILAS", 199.					GRAUCCOCCCCCC												
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						HOUSE NO 2535 SECTOR 1 NEAR			1			IN301774-17088258-											
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