



Government of India  
Ministry of Corporate Affairs  
Investor Education and Protection Fund Authority  
Ground Floor, Jeevan Vihar Building,  
3, Parliament Street, New Delhi-110001

Computer No: 253263  
Dated: 04<sup>th</sup> April, 2024

5/4/24.

To,  
All Stakeholders  
Nodal Officers (IEPF) of Companies

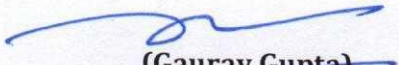
**Subject: Instructions to issue Entitlement Letter to the claimant by the company**

In furtherance to the instructions issued on the subject, vide File No. 16/01/2018Volll dated 20th July 2022, it has been observed that companies or claimants are not attaching the entitlement letter issued by the companies while, filing web form IEPF-5 or submitting e-verification report on MCA 21.

2. It is reiterated that Entitlement Letters shall only be issued by the Nodal/ Deputy Nodal Officer of the companies to the claimants with all details required to file IEPF-5 form within 30 days from submission of the documents by the claimant.
3. Companies may reject claims filed without proper entitlement letter. However the company is duty bound to honour the entitlement letter issued by it if all other documents are in order.
4. As per rule 2(x) of Schedule IV of IEPFA (AATR) Rules 2016, in case of non-availability of the data in MCA system, proportionate deductions can be made in the refund amount proposed by companies in the e-verification report.
5. Further as per rule 5(4A), every company was required to file form IEPF-1A for any amount transferred to the Fund or the Central Government for which statement of investor wise detail was not filed or filed in any format other than the in excel template.
6. However, it has been observed that in some cases, companies continue to send e-verification report with SRNs of Forms for which no such investor wise statement has been filed or has been filed in a format other than in excel template, which makes it difficult to ascertain the availability of the amount due to the investor. Therefore the Authority deducts proportionate amount from the refund as per rule 2(X) of Schedule IV of rules cited above. This is causing undue concern and hardship to the claimants at large.

7. Therefore Companies are advised to ensure that investor wise statement are filed and with MCA21 as per rules. The concerned may be advised to ensure the same failing which the Authority may take necessary action against the company and its nodal officer.3

8. This issues with the approval of CEO, IEPF Authority.

  
~~(Gaurav Gupta)~~  
~~Deputy Director~~  
IEPF Authority

**Copy to:**

1. PPS to Secretary & Ex-Officio Chairperson, IEPFA, MCA
2. PPS to JS & CEO, IEPFA, MCA
3. PA to GM (TA)/Director, IEPF Section, MCA
4. IEPF Website – Notices and Circular