

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>(iii) Click on "Validate" button</p> <p>(iii) Details of the Errors will be shown in "Error" Sheet.</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>

SUBRATAKUMARCHAKRABORTY	BCCHAKRABORTY	LILAC, F-52, PHASE IV ASHIANA GAR INDIA	JHARKHAND	SINGHBHUM	831011	0001662	Amount for unclaimed and ur	2625.00 30-SEP-2022
SAROJSAKHUJA	MRKKSAKHUJA	C-6 MOSABONI MINES DIST SINGHB INDIA	JHARKHAND	SINGHBHUM	832104	0001527	Amount for unclaimed and ur	5250.00 30-SEP-2022
SYEDLEBASHAMIM	SYEDSHAMIMAHMED	503 GULSHAN E AKBAR L B S MARG INDIA	MAHARASHTRA	MUMBAI	400070	0001753	Amount for unclaimed and ur	1750.00 30-SEP-2022
RUCHEENILESHAGRAWAL	NILESH	PLOT NO 3 SUMANGAL CLASS APPT. INDIA	MAHARASHTRA	NASIK	422005	0002050	Amount for unclaimed and ur	1750.00 30-SEP-2022
SIRASANIDEVENDRARAO	MRVEERARAGHAVAIAH	C-124 NTPC SIMHADR DEEPANJALIN INDIA	ANDHRA PRADESH	VISAKHAPATNAM		0002006	Amount for unclaimed and ur	3500.00 30-SEP-2022
BHAVATHRATANPM	BHAVADASANNAMBUDIRI	I-385 GOVINDPURAM GHAZIABAD INDIA	UTTAR PRADESH	GHAZIABAD	201001	0001987	Amount for unclaimed and ur	7000.00 30-SEP-2022
RETHEESHENCHERI	MROGOVI	1-385 GOVIND PURAM GHAZIABAD INDIA	UTTAR PRADESH	GHAZIABAD	201001	0002005	Amount for unclaimed and ur	7000.00 30-SEP-2022
RAJESHKKAPADIA	KGKAPADIA	7 NANDANVAN SOCIETY NEAR OVEF INDIA	GUJARAT	VALSAD	396001	0001294	Amount for unclaimed and ur	3500.00 30-SEP-2022
SANJEEVZUMBERLALGANDHI	ZUMBERLALGANDHI	2 NAVJEEVAN COLONY BEHIND PUN INDIA	MAHARASHTRA	PUNE	414001	0001503	Amount for unclaimed and ur	3500.00 30-SEP-2022
MPRABHU	UPENDRAPRABHU	SETTEBETTU HOUSE P O HERGA VIA INDIA	KARNATAKA	DAKSHIN KANNADA	576123	0000799	Amount for unclaimed and ur	1750.00 30-SEP-2022
VEERABHADREDDYP	BALIREDDYP	C/O S N S ACHARY U T I AGENT IND INDIA	ANDHRA PRADESH	ADONI	518301	0001874	Amount for unclaimed and ur	1750.00 30-SEP-2022
MANOJKUMARPODDAR	NOTAVAILABLE	23/1, MAHARSHI DEVENDRA ROAD INDIA	WEST BENGAL	KOLKATA	700007	IN30032710535395	Amount for unclaimed and ur	1750.00 30-SEP-2022
BEHARILALDGULABANI	NOTAVAILABLE	B-15 BHAGAT KANWARRAM SOCIET INDIA	MAHARASHTRA	THANE	421003	0000219	Amount for unclaimed and ur	5250.00 30-SEP-2022