

Read the following

Important Note

St

Enable Macros

Enter the CIN

Add Investor Details

Save the Excel file

Upload the Excel file

Instructions carefully before proceeding to enter the Investor Details:

(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 APM Details in the excel(s) should be same as in IEPF Form. Do not use tab/Sheet named as IEPF to follow to fill details in the 'Investor Details' tab.

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

PL Note : Close the Excel Sheet and re-open it after enabling Macro to start

(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 be Indian state

(2) If the Country is other than INDIA state should be "NA".

District -> 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 -> Alphanumeric and Length should be either 6 or 12 digits

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.

(iii) Click on "Validate" button

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

Path to upload the excel file is HOME -> IEPF SERVICES -> Upload Investor details.

THOTA	SHANKAR		LINGAIAH			H NO 16-6-52 PERUKAWADA WARA	INDIA	TELANGANA	WARANGAL	506002	PT0000514			200	2000.00	07-DEC-2017
TELUKUNTA	INDIRA	SHIVKUMAR	SHIVKUMAR			C/O. SHRI T. SHIVKUMAR 18 RADHI	INDIA	TELANGANA	HYDERABAD	500001	PT0000520			20	200.00	07-DEC-2017
TRIDIB	ROY	CHOWDHURY	A	K		ROY CHOUHDURY	INDIA	WEST BENGAL	KOLKATA	700019	PT0000561			200	2000.00	07-DEC-2017
TARANG	RAMESH	SHAH	RAMESH	JAYANTILAL		HIMADRI # 405,22 BALLYGUNJE PAR	INDIA	MAHARASHTRA	MUMBAI	400002	PT0000603			100	1000.00	07-DEC-2017
TEDLA	RAMULU		SEETAIAH			331, GAURAJ GALLI, MULJI JETHA M	INDIA	TELANGANA	MIRALAGUDA	508207	PT0000645			100	1000.00	07-DEC-2017
TANGIRALA	VENKATA	RATNAM	TV	S	S SHARMA	FLAT NO 404 SWARANA PALACE SE	INDIA	ANDHRA PRADESH	VISAKHAPATNAM	530013	PT0000763			400	4000.00	07-DEC-2017
USMANGANI	ABDULBHAJ	VAHORA	ABVAHORASERVICE			CHALODIA S ST HOUSE NO 7/10/26	INDIA	GUJARAT	ANAND	388001	PU0000121			400	4000.00	07-DEC-2017
URMILA	AGARWAL		AKAGARWAL			C/O RAKESH KUMAR AGARWAL 151	INDIA	UTTAR PRADESH	KANPUR	208024	PU0000167			200	2000.00	07-DEC-2017
UPINDER	SINGH		IQBAL	SINGH	BUSINESS	72 NEW CYCLE MARKET LUDHIANA	INDIA	PUNJAB	LUDHIANA	141003	PU0000177			50	500.00	07-DEC-2017
UMA	BANERJEE		SBANERJEESERVICE			8/80 ARYANAGAR KANPUR	INDIA	UTTAR PRADESH	KANPUR	208001	PU0000253			50	500.00	07-DEC-2017
URMILA	SAIGAL			K	SAIGAL	35/17 SINDHI SOCIETY CHEMBUR B	INDIA	MAHARASHTRA	MUMBAI	400071	PU0000290			536	5360.00	07-DEC-2017
UMESH	CHANDRA	GUPTA	HARISHCHANDRA			OPP RACHNA STUDIO MANNI KA BA	INDIA	RAJASTHAN	ALWAR	301001	PU0000356			100	1000.00	07-DEC-2017
U	RATHNA		UTTAMCHAND			C/O ANAND BROS 92-C T & TI BANG	INDIA	KARNATAKA	BANGALORE	560002	PU0000361			400	4000.00	07-DEC-2017
UNMESH	GAJANAN	JOSHI	GAJANAN			BLDG. NO.11,FLAT NO.26, ANAND N	INDIA	MAHARASHTRA	PUNE	411029	PU0000522			4	40.00	07-DEC-2017
UMESH	C	RAMSINGHANI	CHANDUMAL			10C-1, NITYANAND BAUG SOCIETY,	INDIA	MAHARASHTRA	MUMBAI	400074	PU0000561			100	1000.00	07-DEC-2017
UTI	INDIA	FUNDUNIT SCHEM	NA			CITI BANK NA CUSTODY SERVICES B	INDIA	MAHARASHTRA	MUMBAI	400018	PU0000638			150	1500.00	07-DEC-2017
VELJI	VERSHI	SHAH	VERSHI			NO 785 13TH MAIN 42ND CROSS 3R	INDIA	KARNATAKA	BANGALORE	560010	PV0000180			400	4000.00	07-DEC-2017
V	NAGARAJA		NA			C/O MADUNIVAS NO 38 XTH CROSS	INDIA	KARNATAKA	BANGALORE	560011	PV0000181			400	4000.00	07-DEC-2017
VISHNU	MANGESHRAO	DHARWADKAR	MVDHARWADKARDOCTOR			2874/B MANNARKAR GALLI NARWE	INDIA	KARNATAKA	BELGAUM	590002	PV0000199			400	4000.00	07-DEC-2017
VUJA	MASRANI		NMMASRANIHOUSEWIFE			AMAN CHAMBERS 2ND FLOOR 113	INDIA	MAHARASHTRA	MUMBAI	400004	PV0000242			568	5680.00	07-DEC-2017
V	KAMALA	KRISHNA	VRKMURTY			8-3-318/6/8 ENGINEER'S COLONY Y	INDIA	TELANGANA	HYDERABAD	500073	PV0000262			400	4000.00	07-DEC-2017
VIMALA	AGRAWAL		KALLURAMAGRAWALHOUSE			PATANKAR BAZAR LASHKAR GWALIO	INDIA	MADHYA PRADESH	GWALIOR	474001	PV0000280			200	2000.00	07-DEC-2017
VISHWA	BANDHU	GUPTA	PEAREYLAL	GUPTA	SERVICE	SAPANA POLYWEAVE PVT. LTD. 15B	INDIA	MAHARASHTRA	MUMBAI	400098	PV0000322			100	1000.00	07-DEC-2017
VIDYA	GANJIWALE		SANTOSH	KUMAR	GANJIWALE	DISTRICT HOSPITAL AGAR ROAD UJJ	INDIA	MADHYA PRADESH	UJJAIN	456001	PV0000326			35	350.00	07-DEC-2017
VINOD	KUMAR		MADANLALBUSINESS			M/S GUPTA ELECTRIC STORE MILAP	INDIA	PUNJAB	JALANDHAR	144004	PV0000374			400	4000.00	07-DEC-2017
VIDYA	SAGAR	JAISWAL	CHHEDI	LAL	JAISWAL SERVI	S/O CHHEDILAL JAISWAL, QR.NO.TY	INDIA	MAHARASHTRA	NASIK	422207	PV0000414			130	1300.00	07-DEC-2017
V	ABDUL	KADER	AAMOHAMEDCLERK			SHANKER VITTAL MOTOR CO LTD A	INDIA	KARNATAKA	MANGALORE	575001	PV0000439			100	1000.00	07-DEC-2017
VIJAY	KHEMCHAND	BHATIA	K	R	BHATIA	GANDHI SOAP FACTORY NEAR RLY S	INDIA	MAHARASHTRA	AKOLA	444001	PV0000447			200	2000.00	07-DEC-2017
VASANTRAO	NUNAJI	GOLAWAR	NANAJI	URKUDAJI	GOLAWAR	10A BAJAJ NAGAR NAGPUR	INDIA	MAHARASHTRA	NAGPUR	440002	PV0000456			400	4000.00	07-DEC-2017
VEENA	GUPTA		N	D	GUPTA SERVICE	21-B/9 NEW ROHTAK ROAD NEW D	INDIA	DELHI	NEW DELHI	110005	PV0000513			126	1260.00	07-DEC-2017
VIJAY	KUMAR		RAMKISHAN			C/O JYOTI TEA STORE F-14/25 MOD	INDIA	DELHI	NEW DELHI	110009	PV0000526			400	4000.00	07-DEC-2017
VIRUMAL	KIMATRAM	MANANI	BUSINESS			12/1219, NIRMAL NIWAS,VANKI BA	INDIA	GUJARAT	SURAT	395003	PV0000642			400	4000.00	07-DEC-2017
VED	PRAKASH	PANDEY	BNPANDEYSERVICE			117/503 SHARDA NAGAR SHARDA N	INDIA	UTTAR PRADESH	KANPUR	208025	PV0000724			400	4000.00	07-DEC-2017
VISHWA	NATH	SINGH SOMVANS	RAGHUNATHSINGHSERVICE			128 H/213 KIDWAI NGAR KANPUR	INDIA	UTTAR PRADESH	KANPUR	208011	PV0000737			400	4000.00	07-DEC-2017
VINOD	KUMAR		GANGASARANSERVICE			1143 KUCHA HARJAS MAL SITA RAM	INDIA	DELHI	NEW DELHI	110006	PV0000788			400	4000.00	07-DEC-2017
VASANT	RAMCHANDRA	TAMHANE	RAMCHANDRAKESHAVTAMHAN			MAYUR BUNGLOW VINIT CO OP HO	INDIA	MAHARASHTRA	PUNE	411029	PV0000813			300	3000.00	07-DEC-2017
VIJAY	KUMAR	SARAF	HARI	PRASAD		D-17/404 YOGI NAGAR EKSAR ROAD	INDIA	MAHARASHTRA	MUMBAI	400092	PV0001086			100	1000.00	07-DEC-2017
VIJINDER	KUMAR	AGGARWAL	JAGDISH			3244 RANJIT NAGAR NEW DELHI	INDIA	DELHI	NEW DELHI	110008	PV0001119			200	2000.00	07-DEC-2017
VIJAYA	GOPAL	SAWANT	GOPAL			SEC NO 18 PLOT NO 37 KRISHNA NA	INDIA	MAHARASHTRA	PUNE	411019	PV0001148			40	400.00	07-DEC-2017
VIVEK	KUMAR	GOLEY	B	S	GOLEY	3/18, JR.MIG SARITA COMPLEX SHIV	INDIA	MADHYA PRADESH	BHOPAL	462016	PV0001246			400	4000.00	07-DEC-2017
VIJAY	A	POTDAR	ANANT			GARDEN VIEW APTS, BLDG NO.14, F	INDIA	MAHARASHTRA	MUMBAI	400059	PV0001470			100	1000.00	07-DEC-2017
VEENA	SINGH		MR	ARUN	KUMAR	C/O. R.P. GUPTA (ADVOCATE) BEHIN	INDIA	MADHYA PRADESH	REWA	486001	PV0001592			50	500.00	07-DEC-2017
VAGHELA	JIVANLAL	DUNGARBHAI	DUNGARBHAI			R 18 ANAL PARK B/H BHAGWATI CO	INDIA	GUJARAT	AHMEDABAD	380051	PV0001665			26	260.00	07-DEC-2017
VEENA	PURI		SHRI	ONKAR		C-135, GREATER KAILASH PART-1, N	INDIA	DELHI	NEW DELHI	110048	PV0001767			50	500.00	07-DEC-2017
VANDANA	VENKATRAMAN	SHENOY	S	UMANATHPRABHU		C/O. BEHZAD MEDICAL EST. P. BOX 2	SAUDI ARABIA	NA	NA		PV0001956			100	1000.00	07-DEC-2017
VINITA	P	SOLANKI	PARIMAL			PORTUGEESE FACTORY OPP I P MISS	INDIA	GUJARAT	SURAT	395003	PV0002141			100	1000.00	07-DEC-2017
V	R	RAO	V	VEERABHADRA		D.E./RTPP QUARTER NO.C-6 V.V. RE	INDIA	ANDHRA PRADESH	PRODDATUR	516312	PV0002384			50	500.00	07-DEC-2017
VIJAYA	GOPAL	SAWANT	GOPAL			SECTOR NO.18, PLOT NO.37 KRISHN	INDIA	MAHARASHTRA	PUNE	411019	PV0002415			40	400.00	07-DEC-2017
VIJAYKUMAR	P	SHEWALE	PANDURANG			9/66, AGARKAR NAGAR PUNE	INDIA	MAHARASHTRA	PUNE	411001	PV0002422			50	500.00	07-DEC-2017
Y	S	R MOORTHY	VRAMAIAH			ASST DIVISIONAL ENGINEER OPERA	INDIA	ANDHRA PRADESH	ELURU	534002	PY0000129			400	4000.00	07-DEC-2017
YADRAVE	DHULAPPA	APPANNA	ANYEDRAVE			21 GHEWARE PLOT NISHANT COL A	INDIA	MAHARASHTRA	SANGLI	416416	PY0000167			400	4000.00	07-DEC-2017
Y	VENKATESWAR	SATYANARAYAN	Y	SATYANARAYAN	RAGAVIAIAH	C/O AJANTA COOL DRINKS DEVI RO	INDIA	TELANGANA	NIZAMABAD	503001	PY0000170			100	1000.00	07-DEC-2017
YERRAMSETTY	NARAYANARAO		MADHAVARAO			C/O SRI KUSUMA HARANATH ENGIN	INDIA	ANDHRA PRADESH	VIJAYAWADA	520001	PY0000177			400	4000.00	07-DEC-2017
YASHPAL	VITHALRAO	KHAMITKAR	VNKHAMITKAR			26 NAVI PETH SOLAPUR MAHARASH	INDIA	MAHARASHTRA	SOLAPUR	413001	PY0000206			400	4000.00	07-DEC-2017
YADA	SWARNA	LATHA	Y	RATHANAWAR		QTR NO 402 D BHEL TOWNSHIP RAN	INDIA	TELANGANA	HYDERABAD	500032	PY0000256			100	1000.00	07-DEC-2017
Y	NAGESHWAR	RAO	Y	CHANDRA	MOULI	PADMA LATHA BLDG NO 11 FLAT N	INDIA	MAHARASHTRA	THANE	400601	PY0000293			1	10.00	07-DEC-2017
YADVENDRA	SHARMA		O	P	SHARMA	MEERUT COLD STORAGE BLDG. DEL	INDIA	UTTAR PRADESH	MEERUT	250002	PY0000313			50	500.00	07-DEC-2017
YOGESH	NANDUPRASAD	MAHADEVIA	NANDUPRASAD			3, PARTH BUNGLOWS OPP. KARNAV	INDIA	GUJARAT	AHMEDABAD	380054	PY0000411			100	1000.00	07-DEC-2017