

		To Cochin Stock Brokers Limited MES Building, 65/608, 4th Floor, Judges Avenue, Kaloor, 682 017.	
		<b>Effective from 15th January, 2024.</b>	
<b>A</b>	<b>S. No/ Section Name</b>	<b>Field Name</b>	<b>Instructions</b>
	1	Particulars of the applicant	
		(a) Category of Applicant	
		(b) First Name	
		(c) Middle Name	
		(d) Last Name	
		(e) First Name [ [In case of Joint Holding]	
		(f) Middle Name	
		(g) Last Name	
		(h) Date of Birth	
		(i) Name of entity[In case 'Other' is selected in Category of applicant , then enter the Name of the Entity	
		(j) Date of incorporation	
		(k) Address of the applicant	
		(l) Phone number of the Applicant [for receiving OTP at the time of filing IEPF Claim]	
		(m) E mail ID of the Applicant [[for receiving OTP at the time of filing IEPF Claim]	
		(n) Aadhaar Number or Passport/OCI/PIO Card No. (in case of NRI/foreigners)[self attested copy of the documents to be attached with date]	
		(n) PAN of applicant[Father's Name and DOB should match with the information available in PAN card] [self attested copy of the documents to be attached with date]	Enter valid PAN number of Applicant. PAN must be verified by clicking 'Verify PAN Detail'. Applicant's Name . Father's Name and DOB should match with the information available in PAN database.
	2	Particulars of the Company from which the shares/ amount is due	
		(a) Corporate Identification Number (CIN) of company	This will be auto-Prefilled based on the CIN selected through Lookup service.
		(b) Name of the company /bank	This field would be pre-filled on the basis of CIN selected in lookup service. There would be a SEARCH button enabled to search the CIN.
		(c) Address of the registered office of the company	This will be auto-Prefilled based on the CIN selected through Lookup service
		(d) email ID of the company	This will be auto-Prefilled based on the CIN selected through Lookup service.
	3	Is it a case covered under rule 7 (8) & 7(9) of IEPF Rules, 2016 ie whether this is a transmission case	YES
		(a) Name of original security holder	
		(b) Relation of claimant with security holder	
		(c) Number of Nominee/Legal heirs/Successors/ Administrator/ Others holders.	
		Name of Beneficiary	
	4	Type of Claim	AMOUNT
	5	Details of shares claimed	
		Number of Folio	
		Type of Holding	Physical
		Folio No./ Complete Demat account number from which transfer has been made to IEPF	
		Type of share	Equity
		Number of shares	
	6	Details of amount claimed	
		Number of claims	
		Type of claim	Select the type of claim from drop down values.
		Type of Holding	Physical

		Folio No./ Complete Demat account number from which transfer has been made to IEPF	
		Amount of the claim	
		Financial year to which it relates	
		Reason for non-receipt/ non-encashment of the instrument of payment	Others
	7	Refund Account Details Details of Bank account in which refund shall be credited	
	(a)	Bank account number	
		Bank Name	
		IFSC Code	
		Bank Branch	
		<b>Demat account number in which shares shall be credited</b>	
<b>B</b>	<b>Attachments</b>	<p>* All attachments should be self attested with date</p> <ol style="list-style-type: none"> <li>1. Copies of Aadhaar and PAN Card of the claimant and if joint holders are there, copies of Aadhaar /PAN card of all joint holders</li> <li>2. Passport, OCI and PIO card in case of foreigners and NRI</li> <li>3. Client Master of De-mat A/c of the claimant</li> <li>4. Proof of entitlement (Copies of Bonds/Debentures/Fixed Deposit receipts/Certificate of share/Interest warrant/Dividend warrant, Application No./Statement of transaction etc.)</li> <li>5. Certificate of Incorporation in case the Claimant is a Company</li> </ol> <p>In case of Transmission</p> <ol style="list-style-type: none"> <li>6. Notarised copy of death certificate.</li> <li>7. Notarised succession certificate/Probate/Will</li> <li>8. No Objection Certificate from other holders</li> <li>9. Indemnity Bond for Transmission, duly notarized</li> <li>10. Affidavit in form of surety</li> </ol>	
<b>C</b>	<b>OTP Validation</b>	Please note that separate OTPs will be sent to mobile number and email ID. OTP shall be valid for 30minutes The OTPs should be shared with us for verifications	
<b>D</b>	<b><u>SERVICE CONDITIONS</u></b>		
(i)	Once IEPF Claim filing is completed Claimants signed physical copies should reach the Nodal Officer of the Company within 7 days .		
(ii)	The signed hard copies of the Documents handed over to CSBL will be despatched by CSBL to the Nodal Officer of the Company through Blue Dart Courier		
(iii)	The soft copies of the Documents, Despatch/Delivery Slip will be forwarded to the Claimant by email		
(iv)	The signed physical documents include Indemnity bond ( in Rs.500/- stamp paper purchased in Applicant name ] Advance Receipt [Rs.1 Revenue Stamp), IEPF Acknowledgement and IEPF-5 Claim form and original <a href="#">ISR 2</a> [ Claimant signature confirmation by bank ].		
(v)	The Claimant should also submit to CSBL the Original share /debenture/certificate/Dividend warrant/Notarised documents as per requirements for despatch to Nodal Officer		
(vi)	The claimant agrees to forward soft copies of the IEPF claim documents/despatch/delivery slip to the company and IEPF by e-mail marking BCC to Email id coselegal@gmail.com		
(vii)	The claimant agrees to seek instruction from CSBL as to further clarifications [if any] sought by IEPF/Company, till the shares are credited to his/her/its demat account.		
(viii)	The Claimant/Claimants authorises CSBL Officials to file the IEPF Claim on his behalf and respond the discrepancy emails [if any] received from the Company/IEPF		
(ix)	The Service Charge <b>per share</b> is 5% of the share value (to be calculated based on previous day closing rate of claim submission date to CSBL ] or Rs.10,000/ whichever is higher to be paid before filing the claim		
(x)	The claimant agrees to remit Service charges upfront to CSBL Bank Account No. 081010200001373, IFSC UTIB0000081, maintained with Axis Bank before filing IEPF Claim		
(xi)	Expenses including Notary/Stamp/Despatch Charges will be incurred by the claimant and an advance payment of Rs. 1000/- will be made to CSBL in this regard and the Claimant will pay the differential charges as and when demanded		
(xii)	Cochin Stcok Brokers Limited [CSBL ]/its directors/its employees undertake no responsibility for the loss / misplacement of documents during transit / once the same is delivered to the NODAL Officer of the company		
[xiii]	Cochin Stcok Brokers Limited [CSBL ]/its directors/its employees undertake no responsibility for the delay involved in IEPF Claim Processing or for the rejection of the Claim by Company or IEPF Authorites		
(xiv)	Every case is unique. Hence the expenses will vary		
(xv)	Each page of the Application to be signed		

(xvi)	The Application format to be submitted to CSBL is available with CSBL Website		
	Name of the Claimant		
	Signature		
	Date:		