









Read the following instructions carefully before proceeding to enter the Investor Details:	
<b>Important Note</b>	<p>(i) Install the pre-requisite softwares to proceed. The path for the same is as follows: MCA Portal &gt;&gt; Investor Services &gt;&gt; IEPF &gt;&gt; IEPF Application &gt;&gt; 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><b>PLEASE NOTE:</b></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.	
<b>Enable Macros</b>	<p>It is important that you Enable Macro using following instructions :</p> <p>a) Excel 2000 and 2003: Tools-&gt;Macro-&gt;Security-&gt;Select 'Low'--&gt;OK</p> <p>b) Excel 2007: Office Button-&gt;Excel Options-&gt;Trust Center-&gt;Trust Center Settings--Macro Settings--&gt;Enable all Macros--&gt;OK</p> <p><b>PI Note : Close the Excel Sheet and re-open it after enabling Macro to start.</b></p>
<b>Enter the CIN</b>	<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>
<b>Add Investor Details</b>	<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 -&gt; Mandatory if 'Last Name' is blank and Length should be less or equal to 35 characters.</p> <p>Middle Name -&gt; Length should be less or equal to 35 characters.</p> <p>Investor Last Name -&gt; Mandatory if 'First Name' is blank and Length should be less or equal to 35 characters.</p> <p>Father/Husband First Name -&gt; Mandatory if 'Father/Husband Last Name' is blank and Length should be less or equal to 35 characters.</p> <p>Father/Husband Middle Name -&gt; Length should be less or equal to 35 characters.</p> <p>Father/Husband Last Name -&gt; Mandatory if 'Father/Husband First Name' is blank and Length should be less or equal to 35 characters.</p> <p>Address -&gt; Mandatory and Length should be less or equal to 300 characters.</p> <p>Country -&gt; Mandatory and Select value from the dropdown.</p> <p>State -&gt; 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 -&gt; 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 -&gt; Alphanumeric and Length should be either 6 or 12 digit</p> <p>Folio Number -&gt; Mandatory and Length should be less than or equal to 20 characters.</p> <p>Investment Type -&gt; Select value from the dropdown.</p> <p>Amount Due -&gt; Mandatory and should be greater than zero.</p> <p>Date of Event -&gt; 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>
<b>Save the Excel file</b>	<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>
<b>Upload the Excel file</b>	<p>Path to upload the excel file is HOME -&gt; IEPF SERVICES -&gt; Upload Investor details.</p>