

Read the following instructions carefully before proceeding to enter the Investor Details:

<p>Important Note</p>	<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 (ii) Upload the excel file in the format xls (97-2003) or .xlsm(2007) only (iii) Do not make any changes in the excel format/sheet name. Also do not delete any tab/sheet in the file</p> <p align="right">PLEASE</p> <p>NOTE: 1) Kindly ensure that Summation of amounts in the excel(s) should be equal to that in Form 5 INV, else your excel shall get rejected. 2) Kindly ensure that AGM Date in the excel(s) should be same as in Form 5 INV, else your excel shall get rejected.</p>
<p>Steps to follow to fill details in the 'Investor Details' tab.</p>	
<p>Enable Macros</p>	<p>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 PI Note : Close the Excel Sheet and re-open it after enabling Macro to start.</p>
<p>Enter the CIN</p>	<p>(i) Enter the CIN in the excel (cell C2) (ii) Click on "Prefill" button (iii) Company Name will be automatically filled on click of prefill button . User need not enter it.</p>
<p>Add Investor Details</p>	<p>(i) Fill in the required details in Columns A to O 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 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". * For any problem in Country, State and District then refer Country_State_District_Mapping Sheet. Pin code -> Alphanumeric and Length should be greater than 6 and less than 12. 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. Proposed Date of transfer to IEPF-> should be in DD-MON-YYYY format where 'MON' implies first three letters of Month. (iii) Click on "Validate" button (iii) Details of the Errors will be shown in "Error" Sheet. Remove all the errors and click "Validate" again. This process needs to be repeated till the "Error" sheet is blank i.e. No error is displayed.</p>
<p>Save the Excel file</p>	<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>
<p>Upload the Excel file</p>	<p>Path to upload the excel file is MCA Portal -> Investor Services -> IEPF -> IEPF Application -> Upload Investor details.</p>
<p>Upload the Investor Detail Excel</p>	<p>(i) Validate investor details for correctness [till Error Sheet is blank] (ii) Log onto MCA Portal -> Investor Services -> IEPF -> IEPF Application -> Upload Investor-wise details of unclaimed and unpaid amounts</p>

SURAJ DINESH CHAUDHARI	NA	UNDELIVERED DIVID	GUJARAT	390020	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
SUREKHA WELING	NA	A/4 ALKA I T ROAD	MAHARASHTRA	400091	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
SURENDRA DHARIWAL	NA	B-72 RIICO CLONTY	RAJASTHAN	307026	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
SURENDRA KUMAR	NA	G-3/71 MODEL TOW	DELHI	110009	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
SURENDRA KUMAR RATHI	NA	15-7-406 BEGUM	ANDHRA PRADESH	500012	GUIA0000000000	Amount for unclaimed	3000.00	25-Jan-2015
SURENDRAKUMAR KUMAR	NA	D-169 SAKET NEW	DELHI	110017	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
SURESH CHANDRA MEHROTRA	NA	61/158 SITA RAM	UTTAR PRADESH	208001	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
SURESH CHANDRA PANT	NA	RAVINE HOUSE, ROY	UTTARAKHAND	263001	GUIA1203270000	Amount for unclaimed	30.00	25-Jan-2015
SURESH KUMAR ARORA	NA	ANAND CLOTH HOU	HARYANA	123302	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
SURESH S TILWANI	NA	602 COURT VIEW	MAHARASHTRA	999999	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
SURESH SHARMA	NA	BICHHU KI GALI	RAJASTHAN	301001	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
SURIBOTLA VENKATARAMAIAH	NA	UNDELIVERED DIVID	GUJARAT	390020	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
SURINDER K NISCHAL	NA	HOUSE NO 1343-E	MAHARASHTRA	400019	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
SUSHIL CHAUDHARY	NA	83/3 BALLY GUNGE	WEST BENGAL	700019	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
SUSHMA AGARWAL	NA	171 RAUSE ARENNE	DELHI	110002	GUIA0000000000	Amount for unclaimed	3000.00	25-Jan-2015
SWARAN SINGH BAIWA	NA	10 GURU NANAK AV	PUNJAB	143001	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
SWARUP KUMAR SON	NA	2253 SON AIR FOR	MADHYA PRADESH	474020	GUIAIN30267932	Amount for unclaimed	15.00	25-Jan-2015
SWATI DUTTA ROY	NA	C/O KOLLOL DUTTA	WEST BENGAL	700078	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
SYED AHMED HASAN	NA	H NO 9-65 SANKSA	ANDHRA PRADESH	506660	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
T GANESAN	NA	NO-210 MAIN ROAD	TAMIL NADU	638701	GUIAIN30039141	Amount for unclaimed	3.00	25-Jan-2015
T M SHIVRAM	NA	FLAT NO-203/204,	MAHARASHTRA	400097	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
TAHSIN KHAN	NA	E-32 SIDHARTH NA	RAJASTHAN	302017	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
TARLOCHAN SINGH KONSAL	NA	C/O SHARIKAT FAN	MAHARASHTRA	999999	GUIA0000000000	Amount for unclaimed	6000.00	25-Jan-2015
TARUN CHAKRAVORTY	NA	C/O UNON P O BOX	MAHARASHTRA	999999	GUIA0000000000	Amount for unclaimed	4500.00	25-Jan-2015
TH CENTURY FINANCE CORPORATION LT	NA	UNDELIVERED DIVID	GUJARAT	390020	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
THAKOR G SNETH	NA	A A A	MAHARASHTRA	999999	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
THAZHIKAVIL VARGHESE JACOB	NA	C-1103 MAGNIFICA	KARNATAKA	560078	GUIA0000000000	Amount for unclaimed	15000.00	25-Jan-2015
THE UTTAR PRADESH STOCK EXHNG ASSN	NA	UTTAR PRADESH ST	UTTAR PRADESH	208001	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
THUSHARA	NA	166 A PRABHATHAM	KERALA	679304	GUIAIN30023911	Amount for unclaimed	30.00	25-Jan-2015
TRILOK CHAND JAIN	NA	5526 NAI SARKAR	DELHI	110006	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
TRILOK SHARMA	NA	QR NO - E - 70,	MAHARASHTRA	999999	GUIA1202840000	Amount for unclaimed	75.00	25-Jan-2015
UDIT MAHENSARIA	NA	C-57 OSHWARA TAI	MAHARASHTRA	400058	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
UMA KRISHNAN IYER	NA	FLAT NO. 5, BUILD	MAHARASHTRA	400007	GUIAIN30014212	Amount for unclaimed	6.00	25-Jan-2015
UMADEVI RAO	NA	UNDELIVERED DIVID	GUJARAT	390020	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
UMANG NEMANI	RAJ KUMAR NEMANI	RAJ VILAS, 3RD FLO	WEST BENGAL	700053	GUIA1201090001	Amount for unclaimed	30.00	25-Jan-2015
UMESH JAGTIANI	NA	K/4/47 SHIVSHAKT	GUJARAT	380013	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
UNIMATE FIN SERVICE PVT LTD	NA	BA 90A JANAK PURI	DELHI	110058	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
UPENDRA SHAH	NA	'AKSHARDHAM' 3 A	GUJARAT	380013	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
URMILA ARUNACHAL MANTRI	NA	RAINBOW FLAT 8 S	MAHARASHTRA	400703	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
URMILA DEVI	NA	C/O R K BHANDARI	PUNJAB	144204	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
URMILA GUPTA	NA	15 JAGAKON KA MO	RAJASTHAN	303702	GUIAIN30116030	Amount for unclaimed	2250.00	25-Jan-2015
URMILA VASA	NA	A/3 NIRMAN FLAT O	GUJARAT	380009	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
USHA BHASKAR KHANOLKAR	NA	UNDELIVERED DIVID	GUJARAT	390020	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
USHA MARTI SUBRAMANYAM	NA	SRINIDHI 20/11 LA	TAMIL NADU	600017	GUIA0000000000	Amount for unclaimed	12000.00	25-Jan-2015
USHA PODDAR	NA	MACKERTICH CONSI	WEST BENGAL	700001	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
USHA RANI GUPTA	NA	UNDELIVERED DIVID	GUJARAT	390020	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
USHA SUREKA	NA	C/O DIGJAM LIMITE	GUJARAT	361006	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
USTAT LEASING FINANCE P LTD	NA	B 11 GANGA JAMUN	MAHARASHTRA	400054	GUIA0000000000	Amount for unclaimed	3000.00	25-Jan-2015
V RAGHUPATHY	NA	UNDELIVERED DIVID	GUJARAT	390020	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
V UMA VIJAY	NA	UNDELIVERED DIVID	GUJARAT	390020	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VAHEEDA HARUN KHAN	NA	HILL TOP ICE CREAM	MAHARASHTRA	412805	GUIAIN30051515	Amount for unclaimed	315.00	25-Jan-2015
VAIJAYANTI RAVINDRA WAGHMARE	NA	C/O MADHURI V MH	MAHARASHTRA	411009	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VALLABHBHAI JAGANI	NA	SHIVAJI NAGAR MAC	GUJARAT	364140	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VANDANA MOHAN PATTAR	NARAYAN R DESHNOOR	NEAR VITTAL MAND	KARNATAKA	587311	GUIA1201060000	Amount for unclaimed	6.00	25-Jan-2015
VANILATA GALA	NA	47- A M G ROAD PU	MAHARASHTRA	400057	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VARSHA RAJIV JAIN	NA	T-18, RAILWAY QU	MAHARASHTRA	425422	GUIA1204000000	Amount for unclaimed	75.00	25-Jan-2015
VARSHA S VAKIL	NA	A A A	MAHARASHTRA	999999	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VASAMSETTI VENUGOPAL	NA	DOOR NO-6 22-12	ANDHRA PRADESH	533101	GUIA1201090001	Amount for unclaimed	30.00	25-Jan-2015
VASAN PAVLRAJ	NA	UNDELIVERED DIVID	GUJARAT	390020	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VASANT BABALDAS SHAH	NA	101 A, RAJESH PAR	MAHARASHTRA	400097	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VASANT RATHOD	NA	SHIVAM 3/8 RAM N	GUJARAT	360004	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VASANT SHANKARRAO SAPTARSHI	NA	A	MAHARASHTRA	999999	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VED PRAKASH ANAND	NA	UNDELIVERED DIVID	GUJARAT	390020	GUIA0000000000	Amount for unclaimed	3000.00	25-Jan-2015
VED PRAKASH BAJAJ	NA	B-401 GOLDEN OAK	MAHARASHTRA	400076	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VEDPRAKASH CHADHA	NA	UNDELIVERED DIVID	GUJARAT	390020	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VEERCHAND	NA	RANKA SADAN 34 A	KARNATAKA	560002	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VEERESH G HONDADAKATTI	NA	FLAT NO. 14, NEED	MAHARASHTRA	999999	GUIA1201320400	Amount for unclaimed	120.00	25-Jan-2015
VENKATARAMA SHASTRI GULLAPALLI	NA	LNC CONTROL ROO	GUJARAT	999999	GUIA0000000000	Amount for unclaimed	4500.00	25-Jan-2015
VENKATARAMARRAO BALLUSU	NA	UNDELIVERED DIVID	GUJARAT	390020	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VENKATESHA VIJAYANAGAR RAO	NA	"SHANTHIDHAMMA"	KARNATAKA	583201	GUIAIN30216410	Amount for unclaimed	15.00	25-Jan-2015
VERNON DURANTE	A	INDIA	MAHARASHTRA	999999	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VIBHA NARULA	NA	A-147 JHIL MIL CO	DELHI	110032	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VICTOR BAKHSI	NA	C-1/173 LAIPAT NA	DELHI	110024	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VIDHYA KHANDELWAL	NA	13/ KAZI SAYEED ST	MAHARASHTRA	400009	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VIDYADHARAN RAMAN	NA	GEETHA BHAVAN TH	KERALA	690515	GUIAIN30023912	Amount for unclaimed	15.00	25-Jan-2015
VIJAY AGRAWAL	NA	VISHNU AGRAWAL N	UTTAR PRADESH	281122	GUIAIN30290243	Amount for unclaimed	36.00	25-Jan-2015
VIJAY KUMAR MAHESHWARI	NA	NO 289 FLAT NO 2	TAMIL NADU	600007	GUIAIN30108022	Amount for unclaimed	1050.00	25-Jan-2015
VIJAY MAHENDRABHAI PAREKH	NA	T-1 SWAGAT FLAT N	GUJARAT	364001	GUIA1202160000	Amount for unclaimed	75.00	25-Jan-2015
VIJAYA MAHESHWARI	NA	538, SHAHID GULAB	MAHARASHTRA	999999	GUIA1201700000	Amount for unclaimed	30.00	25-Jan-2015
VIJAYA VILAS KADAM	NA	UNDELIVERED DIVID	GUJARAT	390020	GUIA0000000000	Amount for unclaimed	7500.00	25-Jan-2015
VIJUBEN BABULAL MODY	NA	PLOT NO.16 PALAV	GUJARAT	395009	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VIKAS MAHESHWARI	NA	M 49 MAHESH CON	RAJASTHAN	320001	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VIKRAM MENON	NA	THE WORLD BANK 7	DELHI	110003	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VIMLA GUPTA	NA	UNDELIVERED DIVID	GUJARAT	390020	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VIMLABEN RATILAL KAPOPARA	NA	NIJANAND, HARDWJ	GUJARAT	362002	GUIAIN30097416	Amount for unclaimed	75.00	25-Jan-2015
VINAY AWASTHI	NA	1033 TYPE ONE I T	UTTAR PRADESH	208016	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VINESHKUMAR BHAILALBHAI SHAH	NA	502, JINDARSAN AP	GUJARAT	396191	GUIA1204400000	Amount for unclaimed	30.00	25-Jan-2015
VINOD B THAKKAR	NA	NAVIPOLE GENDIGA	GUJARAT	390017	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VINOD KAPUR	NA	UNDELIVERED DIVID	GUJARAT	390020	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VINOD KUMAR	NA	147 SECTOR 16A CH	PUNJAB	144001	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VINOD KUMAR	NA	C/O M/S VINOD KUN	DELHI	110001	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VINOD KUMAR JAIN	NA	2316 DHARAMPURA	DELHI	110006	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VIRENDRA P SANGHVI	NA	14-A-7 NEW SION C	MAHARASHTRA	400022	GUIA0000000000	Amount for unclaimed	3000.00	25-Jan-2015
VIRESH KANTILAL SHAH	NA	UNDELIVERED DIVID	GUJARAT	390020	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VISWANATH RAO TATI	NA	FLAT 403 NEELA CLA	ANDHRA PRADESH	500017	GUIAIN30102222	Amount for unclaimed	450.00	25-Jan-2015
VISWANATHAN K MAHALINGAM	NA	PLOT NO 16, TIRUM	ANDHRA PRADESH	500074	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
VIVEK M V	NA	MADATHIPARAMBIL	KERALA	680581	GUIAIN30163746	Amount for unclaimed	42.00	25-Jan-2015
XYZ SUMITRA MAHIPAL CASE	NA	C/O LINK INTIME I	GUJARAT	390020	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015
ZAFAR AKHTAR	NA	DY RLY ELECTRIFICA	UTTAR PRADESH	244001	GUIA1202990000	Amount for unclaimed	75.00	25-Jan-2015
ZORION CAPITAL MARKETS PVT LIMITED	NA	7B ALSA SHORE CRE	KERALA	682016	GUIAIN30133015	Amount for unclaimed	3.00	25-Jan-2015
ZULEKHA MOIZBHAI	NA	FLAT NO 11 2ND FL	MAHARASHTRA	400008	GUIA0000000000	Amount for unclaimed	1500.00	25-Jan-2015