

**CIRCULAR NO.20/2012**

Government of India  
Ministry of Corporate Affairs

Shastri Bhawan, "A" Wing, 5<sup>th</sup> Floor,  
Dr. Rajendra Prasad Road,  
New Delhi - 110 001.


Dated: 01.08.2012

**CIRCULAR**

As per the Circular No. 17/2012 dated the 23<sup>rd</sup> July, 2012, the Companies are required to file one Form 5 INV each year for furnishing complete information on unpaid/unclaimed amounts lying with companies as on the date of Annual General Meeting of that year, in pursuance of Investor Education and Protection Fund (uploading of information regarding unpaid and unclaimed amounts lying with companies) Rules 2012, published in the Gazette of India Part II section 3 sub section (i) vide Notification No. G.S.R. 352 (E) dated the 10<sup>th</sup> May, 2012. However, it has come to the notice of the Ministry that some companies have filed multiple Form No. 5 INV in respect of unpaid/unclaimed amounts lying with them instead of filing one form. To remove this anomaly and for better understanding of the issue, it is clarified:

(a) Any Company, which has filed multiple Form 5 INV while uploading the information for the year 2010-11 on or before the date of issue of this circular, should again file Form 5 INV (single) and upload the details of investors in excel template. This process should be completed by 31<sup>st</sup> August, 2012.

(b) All Companies, which have not yet filed Form No. 5 INV are allowed to file Form No. 5 INV along with details of investors in excel template upto 31<sup>st</sup> August, 2012.

  
(Alok Kumar)  
Director

To

1. All Regional Directors
2. All Registrars of Companies
3. E-Governance Cell for placing on the Ministry's website