

ISSUE OF DUPLICATE CERTIFICATE[S]

Read carefully the instructions before filling in the enclosures

The enclosures are:

DRAFT OF ADVERTISEMENT	‘D’
AFFIDAVIT	‘A’
INDEMNITY	‘I’

Sequence of steps to be followed:

1. Affidavit and Indemnity should be franked or may be affixed with Special Adhesive Stamps or the text may be reproduced on Non-Judicial Stamp Paper in the denomination[s] given below:
 - Rs.100/- on Affidavit ‘A’
 - Rs.500/- on Indemnity ‘I’before filling and signing these forms [refer item ‘h’ below].
2. Fill in Affidavit – ‘A’ but do not sign now [refer item 5 below]. Name[s] of the holder[s] should be same as registered in the records of the Company.
3. Fill in Indemnity -‘I’ but do not sign now [refer item 5 below]. Name[s] of the holder[s] should be same as registered in the records of the Company.
4. Recheck that all the documents are completely filled.
5. Applicant[s] should sign on the Affidavit and Indemnity in the presence of the Notary Public.
6. Advertise the loss of securities in widely circulated newspaper and obtain original publication, if the market value of securities exceeds Rs. 5 lakhs.
7. Submit all the completed documents to us along with an F.I.R or e- F.I.R or Acknowledged Police Complaint, filed with the local Police Station, reporting loss of securities, if the market value of securities exceeds Rs. 5 lakhs.
8. The applicant[s] shall quantify the value of the securities on the basis of the closing price of such securities at any one of the recognized stock exchanges a day prior to the date of such submission in the application.

SPECIAL INSTRUCTIONS

DRAFT OF ADVERTISEMENT - ‘D’ (To be published in a widely circulated newspaper, if market value of securities exceeds Rs. 5 lakhs)

- a) The draft of advertisement is given overleaf with a view to facilitate the investor.
- b) Fill in draft of advertisement and forward to the publisher. Quotation & mode of payment of charges can be obtained directly by submitting the text before hand to the publisher.
- c) Name and full address of the Registered Office of the Company is printed on all certificate[s], warrant[s] and annual report[s], issued by the Company.
Other details to be filled in the draft viz. joint name[s], distinctive nos. etc., may be obtained / ascertained from us [Refer item ‘f’ below]
- d) Original newspaper in which the advertisement is published must be furnished by the applicant[s] to the Company along with the other documents.

GENERAL INSTRUCTIONS

- e) Application form for issue of duplicate certificate[s] must be signed by the person[s] whose names are presently registered with the Company as holder[s] of the securities / applicant[s] who has/have established title to the securities. Please ensure that all KYC documents are registered with the Company as per SEBI Circular dated 3rd November, 2021, which became effective from 1st January, 2022. Form ISR-4 to be submitted by holder[s]/ applicant[s], duly completed, as per SEBI Circular dated 25th January, 2022.
- f) Where the loss of securities does not pertain to the entire holding under the reference folio, kindly quote the distinctive numbers of the balance certificates in your possession to enable the Company to determine and convey to you the distinctive numbers of the lost certificate[s].
- g) In case the lost certificate[s] stand in the sole name of a deceased holder, the legal heir[s] must establish their title to the securities on production of legal documents viz . Succession Certificate or Probate of Will or Will or Letters of Administration or Court Decree or Legal Heirship Certificate (or its equivalent) etc., as applicable, before procedure for issue of duplicate certificate[s] is undertaken.

AFFIDAVIT - ‘A’ & INDEMNITY – ‘I’

- h) The Non-Judicial Stamp Paper must be purchased in the name of the holder / applicant. The date of execution of Affidavit / Indemnity should be within six months from the date of purchase of Non-Judicial Stamp Paper.
- i) Signature[s] of the holder[s] / applicant[s] must be attested by a Notary Public. Date of execution of Affidavit & Indemnity and date of attestation by attesting authority should be same.
- j) Name and full address of Notary Public must be mentioned. The Notary Public should affix their seal, notarial fee stamps and mention Registration number along with Book No. and Serial No. against notarization on Affidavit and Indemnity.
- k) All the pages of Affidavit and Indemnity must be signed by the holder[s] / applicant[s].

F.I.R / e- F.I.R / ACKNOWLEDGED POLICE COMPLAINT – (To be submitted, if market value of securities exceeds Rs. 5 lakhs).

- l) Submit notarised copy of F.I.R or e-F.I.R or Acknowledged Police Complaint mentioning the name of the Company, Folio, certificate number and distinctive number[s] of securities lost.

DRAFT OF ADVERTISEMENT

‘D’

N.B: Text in italics shows within [] is not to be included in the advertisement. Kindly fill the relevant details.

NOTICE
[mention Name of the Company]

Registered Office: *[mention Registered Office Address of the Company]*

NOTICE is hereby given that the certificate[s] for the undermentioned securities of the Company has/have been lost/misplaced and the holder[s] of the said securities / applicant[s] has/have applied to the Company to issue duplicate certificate[s].

Any person who has a claim in respect of the said securities should lodge such claim with the Company at its Registered Office within 15 days from this date, else the Company will proceed to issue duplicate certificate[s] without further intimation.

Name[s] of holder[s] [and Jt. holder[s], if any]	Kind of Securities and face value	No. of Securities	Distinctive number[s]
_____	_____	_____	_____
_____	_____	_____	
[Place]	[Date]	[Name[s] of holder[s] / Applicant[s]]	

AFFIDAVIT

‘A’

Before
Signing
Affix
Rs.100/-
Special
Adhesive
Stamp
here/ or
franked

I/We, _____
Son / daughter of _____ residing at _____
_____, having Permanent
Account No (s) _____ do hereby solemnly affirm and state on oath as follows:

- 1) That I/We, _____ (“all the shareholders”) hold the following (number of) securities under Folio no. _____ in _____ (name of the company) in my/ our name as single holder / joint holder[s]:

Security Certificate No	Distinctive Nos.		No. of securities
	From	To	

- 2) I/We _____ further swear / solemnly declare that I/we am/are applying for issue of duplicate certificate(s) to me/us on the ground that the original security(ies) certificate(s) has/have been misplaced / not found by me/us, despite a diligent search made by me/us in that behalf.
- 3) I/We _____ further swear /solemnly declare that the said securities are not sold or pledged or deposited by way of security to any person[s]/Company.
- 4) I/We _____ hereby further swear / solemnly declare that if, after the duplicate share certificate(s) is / are issued to me /us as aforesaid, the original security(ies) certificate(s) is / are at any time subsequently, found, recovered or traced by me / us or by anyone on my / our behalf, then, I / We unconditionally undertake not to deal with the said original share certificate(s) in any manner whatsoever (whether by physical transfer or dematerialization or as security or pledge) and further unconditionally undertake to promptly surrender the original share certificate(s) to the Registrar and Transfer Agent / Company, for cancellation.
- 5) I/We _____ am/are making the above solemn declaration on oath with full knowledge of the fact that in the event the original security(ies) certificate(s) issued is /are found, recovered and traced by me/us and instead of surrendering the same is / are dealt with by me/us as aforesaid, the Company will be at liberty to adopt civil and / or criminal proceedings against me/us for my/our failure to promptly surrender the original security (ies) certificate(s), for cancellation and for breach of my/our solemn declaration and undertaking not to deal with the original security(ies) certificate(s) in any manner whatsoever as aforesaid at my/our entire risk as to cost and consequences.

Signature[s] of all deponent[s]

VERIFICATION

I/We _____ (holder(s) / Applicant(s)) hereby solemnly affirm and state that what is stated herein above is true to our knowledge and nothing has been concealed therein and that we are competent to contract and entitled to rights and benefits of the above mentioned security(ies).

Solemnly affirmed at _____ on the _____ day of _____ 20_____

Signature[s] of all deponent[s]

[Signature of Notary Public]

[Name and full address of
Notary Public]

Registration No. _____

Notary Register at Book No. _____ Serial No. _____

Use space below to affix

Notarial Stamps	Official Seal of Notary Public
-----------------	--------------------------------

Before
Signing
Affix
Rs.500/-
Special
Adhesive
Stamp
here/ or
franked

INDEMNITY

‘1’

I/We, _____ Son / daughter / spouse /
_____ of _____ residing at _____ having
Permanent Account No (s) _____ do hereby solemnly affirm and state on oath as
follows :

1) That I/We, _____ (“all the shareholders”) hold the
following (number of) securities under Folio no. _____ in _____ (name of the company)
in my/ our name as single holder / joint holder. I/We request you to issue duplicate certificate(s) for
securities, as detailed below in my/our name(s):

Certificate No.	Distinctive No.	No. of securities	Face value of securities held

2) That the above securities were acquired by me/us for valuable consideration out of my/our own
investment/funds against allotment in Public issue/Allotment in Right Issue or acquired from the
market/through inheritance in the year _____.

3) I/We hereby jointly and severally agree and undertake to indemnify and keep indemnified, saved,
defended, harmless, the aforesaid _____ (Name of the Company) and its successors and
assigns for all time hereafter against all losses, costs, claims, actions, demands, risks, charges, expenses,
damages, etc., whatsoever which you may suffer and/or incur by reason of your, at my/our request,
issuing the said Duplicate Securities as herein above mentioned, to the undersigned.

IN WITNESS WHEREOF the said 1) Mr. /Ms. _____ (Name and signature of the witness)

And 2) Mr. /Ms. _____ (Name and signature of the witness)

have hereunto set their respective hands and seals this day of _____

Address of First holder / Applicant :	

Pincode	
Tel. No	_____
Email Id	_____
Date	_____

Signature of All holder(s) / Applicant (s) :

FOR OFFICE USE ONLY
Signature checked by

Signed before me

At _____ dated _____ day of _____ 20_____
[Date] [Month]

[Signature of Notary Public]

Use space
above to
affix Official
Seal and
Notarial
Stamp

Name and full address of Notary Public

Registration No. _____

Notary Register at Book No. _____ Serial No. _____