

Procedure for Duplicate share certificate of shares of face value of Rs.10/- for corporates

1. Duly signed Duplicate service request in **Form ISR-4**
2. Affidavit for duplicate issue of share certificate on Non-judicial stamp paper of Rs. 100- **Form A**
3. Indemnity Bond on Rs. 500/- Non-Judicial Stamp Paper, duly attested by a Special Executive Magistrate (SEM) or Special Executive Officer (SEO) or Notary Public- **Form B**
4. Certified copy of Memorandum & Articles of Association.
5. Certified copy of Board Resolution authorising officers to deal in the matter and to sign all documents.
6. Certified True Copy of Last three years Annual Report of the Company.
7. Self-attested copy of Aadhar card and PAN card of witnesses.
8. FIR* including e-FIR/Police complaint/Court injunction order/copy of plaint (where the suit filed has been accepted by the Court and Suit No. has been given), necessarily having details of the securities, folio number, distinctive number range and certificate numbers.
9. Cost of advertisement* to be borne by the shareholder(s) or issue of public notice in the newspaper by the shareholder(s) at his/her/their own cost, depends upon company to company. This would be notified to the shareholder(s) after receipt of the documents mentioned above.
10. KYC** documents of shareholder(s)

Notes:-

➤ * FIR and Advertisement- Point 8 and 9

1. No requirement of FIR copy and Advertisement for loss of share certificates (specified in point no. 8 and 9), if value of shares on the basis of closing price of such shares at any recognised stock exchange a day prior to the date of such submission in the application does not exceed Rs. 5 Lakhs

➤ ** KYC Documents of claimant(s)/shareholder(s)-Point 10

1. KYC request in ISR-1
2. Signature Attestation by Bank in ISR-2
3. Nomination registration in SH-13 or Opt out of Nomination in ISR-3
4. Original cancelled cheque leaf or Copy of Bank Passbook certified by Bank
5. Self-attested and dated Incorporation certificate and PAN card

- Company/RTA will process the request and will issue Letter of Confirmation and send it through registered/speed post to the postal address of Shareholder or through e-mail with e-sign and /or Digital signature
- Shareholder shall submit Demat Request with Depository along with Original Letter of Confirmation within 120 days from the date of issuance of Letter of Confirmation.
- In case of non-receipt of Demat request from the securities holder/claimant within 120 days of the date of Letter of Confirmation, the shares will be credited to Suspense Escrow Demat Account of the Company.

Please Note: *If the above documents do not reach us within stipulated time, we would be unable to hold the subject shares/ debentures under "Stop Transfer". Moreover, neither the Company nor we as the Registrar & Share Transfer Agent shall be responsible for transfer of shares/ debenture, if any, thereafter.*

Note: *Furnishing of PAN, KYC details and Nomination is mandatory for holders of physical securities.*