

Date:

The Board of Directors of

Dear Sir(s):

Sub: Issue of Duplicate Share Certificate(s)

Kindly note, that I/we have lost/misplaced/not received the Share Certificate(s), details of which are as follows:

DESCRIPTION OF EQUITY SHARE(S):

Folio No (s)	No. in Figures	Number in Words	Distinctive Numbers		Corresponding certificate Nos
			From	To	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Approximate date of loss of share certificates			<input type="text"/>		
Full statement of circumstances regarding loss of share certificates			<input type="text"/>		

Please stop transfer of the above share certificate(s) and kindly issue the duplicate share certificate(s). I enclose herewith the following documents in support of my application.

Note: 1) The Documents must be notarized with serial number.

2) PAN Card & Aadhaar Cards of all applicants & Guarantors is a must

(Please tick the checklist below-If the following documents are not submitted in the manner prescribed, the application for duplicate shares is liable to get rejected)

- FIR/Acknowledged copy of letter filed with police for loss of shares mentioning the approximate date/month of loss.
- Affidavit Cum Indemnity Bond on Rs.300 stamp paper (On Rs.100 stamp paper if market value is below Rs.10000 as on the date of execution of this indemnity) as per format given by the Company duly signed by all the shareholders and signatures notarized. Guarantor and witness must not be family members. *The Guarantor and witness should not be the same person).*

REGISTERED HOLDER'S PARTICULARS SIGNATURE

	Name(s) of shareholder(s)	Signature(s)
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

Occupation	Address	Father's/Husband's name
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>

AFFIDAVIT CUM INDEMNITY BOND TO BE EXECUTED ON Rs. 300/- STAMP PAPER FOR ISSUE OF DUPLICATE SHARES)

(The date of issue of stamp paper/date of franking on the stamp paper by the requisite authority is not more than 6 months before the date of execution of documents by hem. For e.g. if the stamp paper has been issued/franked on January 1, 2006, this affidavit cum indemnity should be executed and notarised before June 30, 2006)

To _____

Dear Sir(s),

RE: ISSUE OF DUPLICATE SHARE CERTIFICATE(S)

I/We,

(1) _____ aged about _____ years, son/daughter/wife
of _____ resident of _____

* (2) _____ aged about _____ years, son/daughter/wife
of _____ resident of _____

* (3) _____ aged about _____ years, son/daughter/wife
of _____ resident of _____

(* delete if no joint holder(s) is/are there) do solemnly affirm and state on oath as under:-

1. That I/we am/are the sole/joint owner(s) of _____ number of equity shares in _____, having its registered office at _____

Folio No	Number of shares	Certificate numbers	Distinctive Numbers	
			From	To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. That the above shares were acquired by me/us for valuable consideration out of my/our own Investment/funds against allotment in Public Issue/allotment in Rights Issue or acquired from the market in the year(s) _____.
3. That I/we have not pledged the original certificate by way of security or collateral or otherwise have not sold/transferred the above mentioned shares any time to any person or delivered the original certificate(s) with the intention of selling/transferring or pledging them or parted with the original certificate(s) in any manner whatsoever and that no one except me/us have any right, title or interest in the said securities or any of them
4. That I/we have genuinely lost/misplaced the above mentioned shares certificate(s) and the same is/are not being located and hence I have stopped transfer of the shares and applied for duplicate share certificate(s). The stop transfer instruction given by me/us is not on the grounds of non- payment by my/our Broker/Sub-broker
5. That I/we am/are solely responsible for any future liabilities in respect of the above mentioned securities
6. That this affidavit is executed in favour of the Company on my/our own volition and is in the form as required by the Company /its agent as forwarded to me/us vide its letter no _____ dated _____
7. I/we, solemnly affirm that the statements contained in the above paragraphs are true to the best of my / our knowledge, information and belief and that nothing material has been concealed from being disclosed.

In Consideration of the Company issuing to me/us at my/our request, duplicate share certificate(s) in place of the original scrips as detailed above, I/we hereby jointly or severally agree and guarantee for myself/ourselves, my/our respective heirs, executors or administrators to hold the company their successors and assigns harmless and indemnify and keep identified against all claims, damages, costs and expenses which may be made against or suffered or incurred by the company by reason of or in consequences of the issue of such scrips or otherwise, howsoever, in relation thereto.

I/we further agree and undertake that if the original share certificate(s) shall hereafter be found, I/ we shall forthwith deliver the same or cause to deliver the same to the Company at my/our own expense and costs.

Dated _____ day of _____

	Name(s) of shareholder(s)	Signature(s)
1		
2		
3		

Name and Address of Witness	Signature

AND we, the below named Guarantors concur in the above request and jointly and severally guarantee the performance by the above named share holder(s) of the undertakings therein contained.

Dated _____ day of _____

Name and Address of Guarantor	Signature of Guarantor

Before the Executive Magistrate of Notary Public