

Procedure for issue of Duplicate Share Certificate-Cum-Transmission of shares of face value of Rs.10/- in case of loss of share certificates

- The claimant / legal heir will write to the Company about issue of duplicate share certificate-cum-transmission of shares with the following documents:
- An application for intimation of loss of shares signed by Shareholder
- An application for issue of duplicate shares.
- The following documents will have to be submitted along with the application in one lot within **21 days** from the date of intimation to the Company.

With Succession Certificate / Probate of Will / Letter of Administration in case of Loss of share certificates	Without Succession Certificate / Probate of Will / Letter of Administration in case of loss of share certificates (Applicable when value of share is more than upto Rs.2,00,000/- (Rupees Two Lakhs) as per SEBI Circular).
<p>(a) Certified copy of Death Certificate of deceased shareholder</p> <p>(b) Certified copy of Succession Certificate / Probate of Will / Letter of Administration</p> <p>(c) Affidavit on Rs.100/- Non-Judicial Stamp Paper duly notarised (maximum 3 legal heirs can claim shares for transmission)</p> <p>(d) Indemnity Bond on Rs.500/- Non-judicial stamp paper duly notarised</p> <p>(e) Surety by two persons (with income proof, self-attested copies of Aadhar card, PAN card)</p> <p>(f) PAN card copy (Self Attested)</p> <p>(g) Aadhar card copy (Self Attested)</p> <p>(h) Original FIR lodged with local Police for loss of share certificate</p>	<p>(a) Certified copy of Death Certificate of deceased shareholder</p> <p>(b) Affidavit on Rs.100/- non judicial stamp paper duly notarised, (Maximum 3 legal heirs can claim shares for transmission)</p> <p>(c) Indemnity on non-judicial stamp paper of Rs.500/-.</p> <p>(d) No objection from other legal heirs for transmission of shares in favour of claimant/ legal heirs on Rs.100/- Non Judicial Stamp paper which should be notarised.</p> <p>(e) Legal Heir certificates (as per law)</p> <p>(f) Surety by two persons (with income proof, self-attested copies of Aadhar card, PAN card)</p> <p>(g) PAN card copy by all legal heirs (Self Attested)</p>

<p>(i) Signature verification by Bank</p> <p>(j) Cancelled cheque leaf</p> <p>(k) Publication of loss of share certificate advertisement in a widely circulated newspaper where Registered Office is located. Advertisement cost to be borne by claimant / legal heir.</p>	<p>(h) Aadhar card copy by all legal heirs (Self Attested)</p> <p>(i) Original FIR lodged with local Police for loss of share certificate</p> <p>(j) Signature verification by Bank</p> <p>(k) Cancelled cheque leaf</p> <p>(l) Publication of loss of share certificate advertisement in a widely circulated newspaper where Registered Office is located. Advertisement cost to be borne by claimant / legal heir.</p>
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- Please provide document to update KYC along with above documents.
- If there is change in signature, please provide documents as per procedure for change in signature along with above documents.
- If there is change in address—follow procedure for change of Address.
- If there is change in name – follow procedure for change in name.
- If there is change in bank details - follow procedure for change in Bank details
- E-mail the **duly filled, signed and dated** documents on RTA email id with cc to Company e-mail id.
- Courier the original documents to the address of Registrar and Transfer Agent.
- E-mail the courier slip as proof of dispatch to RTA email id with cc to Company e-mail id.
- Email id and Address of RTA and the Company has been mentioned in **General Information Section**.

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.*