

## **Procedure for Duplicate Share Certificates**

- 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.
  - ✚ FIR/ Acknowledged copy of Police Complaint lodged with the local police station for the loss of the shares. Please note that all the details of the share/ certificates such as Name of the Company, Folio No., Share Certificate numbers along with Distinctive numbers and Name of the Registered Shareholder should be mentioned in the complaint. It also should be mentioned whether the share was annexed with any transfer deed duly signed or not.
  - ✚ 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. Please see the Annexure- in download section.
  - ✚ Affidavit on Rs. 100/- Non-Judicial Stamp Paper duly affirmed by a Special Executive Magistrate (SEM) or Special Executive Officer (SEO) or Notary Public.
  - ✚ Surety by two persons (with income proof, self attested copies of Aadhar card, PAN card)
  - ✚ Proof of Identification: Copy of the PAN Card, Aadhar Card, Passport, Driving License. Pan Card is mandatory.
  - ✚ Proof of Address Copy of any one document mentioned below duly attested by Special Executive Officer or Notary Public or your Bank Manager: Aadhaar card or Passport or Utility bills like Telephone Bill, Electricity bill & Gas Bill (*not more than 3 months old*)
  - ✚ Signature Attestation of the Shareholder(s) including that of Joint Shareholder(s) is required to be submitted, in Original.

*This should be obtained on the Letterhead of the Bank where the shareholder(s) / debenture holder(s) have an account, signed by the Manager; identifying and verifying the signature(s) along with the shareholder(s) / debenture holder(s) account details.*
- 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.
- 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.*