

ISSUE OF DUPLICATE SHARE CERTIFICATE

INSTRUCTIONS :

1. Indemnity Bond including Surety From should be on a Non Judicial Stamp Paper/Frinking of ` 500/-, duly notarized by Notary Public.
2. If the space provided for particulars of share certificates is insufficient, please attach a separate sheet for the same duly notarized.
3. Executor(s) of Indemnity Bond should be witnessed by two person.
4. Two Sureties required to be furnished with two Witness.
5. Witness and Surety have to be different individuals.
6. Each Surety and Witness have to attach an attested copies of PAN Card and proof of Identification, any one of the following:

Ration Card / Election Card / Passport / Latest Electricity Bill / Telephone Bill.
7. Attested copies of Form-16 / acknowledged copy of Annual Return submission / Proof of Payment of Assessment (latest).
8. In case market value of securities of lost share certificate(s) is of more than ` 50000/-, then asset worthiness of sureties should be certified by a Chartered Accountant.
9. Affidavit should be on Non-Judicial Stamp Paper/Frinking of ` 100/- 10. Affidavit should be notarized by Notary Public.

Form-B

INDEMNITY

[For issuance of duplicate securities]

**Note: This indemnity is to be executed in the presence of a Public Notary /
Gazetted Officer**

[To be submitted on non-judicial stamp paper of appropriate value]

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, am/are the sole/joint holder/s of the Securities in following folios.
I/We request you to issue duplicate certificate(s) for securities, as detailed
below in my/our name(s):

Name of the Company	Certificate No.**	Distinctive No.**	Folio No. **	No. and Face value of securities held
1				
2				
3				
4				

** In case of non-availability of Certificate Nos./Distinctive Nos./ Folio nos.,
security holder shall obtain the same from RTA.

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(s)
.....

3. I/We hereby jointly and severally agree and undertake to indemnify and keep
indemnified, saved, defended, harmless, the aforesaid (Name of the
Company/RTA) 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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Tel. No. _____	
Email id _____	
Date _____	

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

FOR OFFICE USE ONLY
Signature checked by : _____

Signed before me

at: _____

on : _____

Signature of Notary / JMFC

Official stamp & seal of the Notary Magistrate/ Notary & Regn. No.:

FORM –A

AFFIDAVIT

[For issuance of duplicate securities]

Note: ***This affidavit is to be executed in the presence of a Public Notary***

[To be submitted in non-judicial stamp paper of appropriate value]

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:

Company Name	Folio No.	No. of securities held	Security Certificate No.	Distinctive Nos.	

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/company.

4. I/We _____
_____ hereby further swear / solemnly declare that if, after the duplicate share certificate(s) is / are issued to us as aforesaid, the original security(ies) certificate(s) is / are at any time subsequently, found, recovered or traced by us or by anyone on our behalf, then, 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/a
re 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 of all deponents :
X _____

VERIFICATION

We 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 securities.

Deponent(s) (1) _____ (2) _____ (3) _____

Solemnly affirmed at

Signature of the

Deponent(s): X _____

Signed before me

Place: _____

Date : _____

X -----

Signature of Notary with Official Seal of Notary & Regn. No

ADVERTISEMENT FORMAT

Notice is hereby given that the Certificate(s) for the under mentioned Equity Shares of the Company have been lost / misplaced and the holder(s) / purchaser(s) of the said Equity Shares have applied to the Company to issue duplicate Share Certificate(s).

Any person who has a claim in respect of the said Shares should lodge the same with the Company at its Registered Office within 21 days from this date else the Company will proceed to issue duplicate certificate(s) to the aforesaid applicants without any further intimation.

Folio No.	Name of Shareholder	No of Shares	Distinctive Nos.		Certificate Nos.	
			From	To	From	To

[Name of Shareholder(s)]

Dated:

Name and Registered Office address of Company :

***Note :**

- Name and registered office address of Company of which shares have been lost must be present at relevant places.
- Complete details of shares lost i.e. Folio number, certificate numbers, distinctive numbers and number of shares lost is a mandatory requirement. In case you do not have the details, kindly write to us in this regards.
- Name of all the registered holders under the folio must be published in the advertisement.
- Advertisement must be as per our prescribed format only.