

## PROCEDURE FOR OBTAINING DUPLICATE SHARE CERTIFICATE

Dear Shareholder,

You are requested to follow the below given procedure and submit the required documents for obtaining duplicate share certificates when your share certificate is defaced/mutilated/torn/lost/destroyed.

- a. **Request Letter** - Forward us a duly signed letter requesting for issue of duplicate share certificate for any of the above reasons mentioning your Folio Number and complete details of your shares & share certificate(s).
- b. **Proof of Identity & Proof of Residence** – Forward us a copy of PAN card for **Proof of Identity** and any of the following for **Proof of Residence** viz., Electricity Bill/Telephone Bill/Water Bill/ Ration Card/Pass Port/Driving License duly attested by Notary/Gazetted officer.
- c. **Lodging of Compliant** - Lodge a complaint with the nearest police station regarding loss of share certificates mentioning your name, Folio No., Certificate No. and Distinctive Nos of the shares and submit the acknowledgement copy of FIR bearing the seal of Police Authorities with the Company.
- d. **Newspaper advertisement:** Notice/advertisement containing details of lost share certificates is to be published in a newspaper and a copy of the newspaper advertisement is to be sent to the Company (To save upon the cost of advertisement, the Company can combine say 4-5 cases and distribute the cost amongst members. In case of urgency, single advertisement can also be issued at the applicant's cost)
- e. **Execution of Indemnity Bond & Affidavit** - Execute Indemnity Bond & Affidavit on Non-judicial stamp paper (to be purchased only in the name of the shareholder/s) of the value of Rs. 100/- & Rs. 20/- duly attested by Notary Public/Special Executive Magistrate with appropriate stamps & seal affixed along with the registration number (Proforma enclosed). Details such as Folio No., Certificate No. and Distinctive No. of shares to be mentioned in the Indemnity Bond & Affidavit. All the pages of Indemnity Bond & Affidavit must be signed by the shareholder(s) and any correction in the document requires initial of the executor/s.
- f. **Proof of identity of Surety** such as copy of Pan card/Passport/Driving License and supporting documents such as salary certificate/pay slip/copy of latest Assessment Order passed by Income Tax authorities or Proposed Valuation Report issued by Revenue Authorities/Municipal Authorities/Secretary of Gram Panchayat duly attested by Notary/Gazette officer shall be submitted. (Surety's income should not be less than the market value of said Shares)
- g. Full name, address and signature of the witnesses and sureties should be mentioned in the Indemnity Bond. **Surety Form** is to be filled by the person who has signed as surety in the Indemnity Bond (Format enclosed).

**Note:**

- i. All the above documents should bear the signature of the executor(s) i.e registered shareholders (wherever applicable)
- ii. Incomplete documents will be not considered and are subject to rejection
- iii. S.No. C to G is not applicable in case your share certificate is defaced/torn/mutilated. In such cases, Share Certificate(s) in lieu of which duplicate share certificate is requested should be returned to the Company/Registrar & Share Transfer Agent.

Kindy forward the above documents to our Registrar & Share Transfer Agent,  
M/s. Karvy Computershare Private Limited, "Karvy Selenium Tower B", Plot No. 31&32,  
Financial District, Nanakramkuda, Gachibowli, Hyderabad – 500 032.

[Tel: 040-67162222](tel:040-67162222) / [1508 /1509,33211000](tel:1508150933211000);

Email: [rajitha.cholleti@karvy.com](mailto:rajitha.cholleti@karvy.com) ; [prem.kumar@karvy.com](mailto:prem.kumar@karvy.com);

(RS. 20/- STAMP PAPER)

**AFFIDAVIT FOR DUPLICATE SHARE CERTIFICATE**

I/We \_\_\_\_\_ s/o \_\_\_\_\_ aged \_\_\_\_\_ years and  
\_\_\_\_\_ s/o \_\_\_\_\_ aged \_\_\_\_\_ years,  
residing at \_\_\_\_\_ solemnly affirm and declare as  
follows :

1. That I/ We am/are share holder(s) of \_\_\_\_\_ and  
hold shares of the face value of Rs.10/- each, as per the details below :

- 
- a. FOLIO NO.:
  - b. SHARE CERTIFICATE NO.:
  - c. DISTINCTIVE NO.:
  - d. NO. OF SHARES:
- 

2. That the said share certificate(s) covering the aforesaid shares has / have been lost/ misplaced / not  
received and it is / they are not in my / our possession:

3. That I/we have not transferred the said shares or any of them in favour of any other person and I/we  
have not executed an instrument of transfer for the said shares in favour of any person.

4. That I/we have filed a request to the company, for issue of duplicate share certificate for the said  
shares.

Verification

I/We solemnly affirm that the statement 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.

Solemnly declared and affirmed on identification at \_\_\_\_\_ this \_\_\_\_\_  
Day of \_\_\_\_\_ 200.

NAME(S) OF SHARE HOLDER(S) \_\_\_\_\_ SIGNATURE OF SHARE HOLDER(S)

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This affidavit should be verified in the presence of First Class MAGISTRATE or a NOTARY PUBLIC.

**INDEMNITY BOND FOR ISSUE OF DUPLICATE SHARE CERTIFICATE(S)**

I/We ----- hold inter alia ----- Equity Shares of the face value of Rs. 10/- each in the \_\_\_\_\_

as per the details below :

\_\_\_\_\_

- a. FOLIO NO.:
- b. SHARE CERTIFICATE NO.:
- c. DISTINCTIVE NO.:
- d. NO. OF SHARES:

\_\_\_\_\_

The Share Certificate(s) in respect of the said shares have/has been lost and is/are not forthcoming. The shares in respect of the said certificate(s) were not accompanied by any blank transfer deed signed by me/us and that I/We have not, nor has any person by my/our order in any manner disposed off, parted with or pledged the said certificate(s) or assigned my/our interest therein or any part thereof to any person. I/We am/are the sole and absolute owner(s) of the shares covered by the said share certificate(s) or cause the same to be surrendered to the Company, if and when the same is/are found.

I/We therefore, request the \_\_\_\_\_ ,

to issue duplicate(s) of the said share certificate(s).

In consideration of the company so doing, I/We do hereby Indemnify the Company and bind myself/ ourselves, my/our heirs, executors and administrators to pay all claims, charges, costs, damages, demands, expenses, and losses and the increase in the price of share if any at the time of such indemnification, which the said Company may sustain, incur or be liable for in consequence of having issued duplicate share certificate(s) at my/our above said request. The Company can realize the said claims, charges, costs, damages, demands, expenses and losses from me/us personally or my/our heirs, executors or administrators or my/our properties as the case may be.

In witness whereof I/We signed this ----- day of ----- Two thousand.

Place :

\_\_\_\_\_  
Signature(s)

Date :

WITNESS :

Name in Block Letters :

Full Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature : \_\_\_\_\_

I/We, the undersigned, certify that the above facts are true and bind ourselves to make good all claims, charges, costs, damages, demands, expenses, loss and the increase in the price of shares, if any, at the time of such indemnification, which the said Company may sustain, incur, be liable for consequence of complying with the request contained above and the Company will be entitled to realise all claims, charges, costs, damages, demands, expenses and losses from our persons or our heirs of properties, as the case may be.

Witness 1	:	Surety 1	:
Name in Block Letters	:-----	Name in Block Letters	:-----
Full Address	:-----	Full Address	:-----
-----		-----	
-----		-----	
-----		-----	
Signature	:-----	Signature	:-----

Witness 2	:	Surety 2	:
Name in Block Letters	:-----	Name in Block Letters	:-----
Full Address	:-----	Full Address	:-----
-----		-----	
-----		-----	
-----		-----	
Signature	:-----	Signature	:-----

NOTES : : In case of joint holdings all shareholders should sign

PRIVATE & CONFIDENTIAL

FORM TO BE SIGNED BY THE SURETY

PROPOSED FOR THE INDEMNITY BOND

1. Name in full:
2. Permanent Residential address:
3. Age :
4. If employed----
  - (a) Name & address of the Organisation in which the Surety is employed
  - (b) Total salary and other emoluments received during the year.
5. Details of immovable property owned:
  - (a) Situation:
  - (b) Value:
  - (c) Annual rent:  
(please specify whether the immovable property consists of houses/flats or mere lands)
6. If carrying on business---
  - (a) Full name and address of the Firm, where the business is carried on:
  - (b) Type of ownership:
  - (c) Nature of business:
  - (d) Annual turnover:
  - (e) Annual Profits:

Date :

\_\_\_\_\_  
Signature of Surety

Witnessed by

Full Name And Address of Bank Manager/Employer

\_\_\_\_\_

\_\_\_\_\_

PIN \_\_\_\_\_

\_\_\_\_\_  
(Bank Manager/Employer)

**Note :** Please note that Surety should own property in his own name and not as a member of a joint and undivided Hindu family, or own business absolutely in his own name and not as a partner. If the Surety proposed is not a salaried employee, copy of the latest Assessment Order passed by Income Tax Authorities should be enclosed with this form. If the Surety proposed is only Landlord or property owner, Proposed Valuation Report issued by Revenue Authorities/Municipal Authorities should be enclosed with the form. Surety should not be related to the shareholder.