

Form ISR-4

(Refer circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

Request for issue of Duplicate Certificate and other Service Requests

(for Securities - Shares / Debentures / Bonds, etc., held in physical form)

	Date://
Α.	. Mandatory Documents / details required for processing all service request:
I /	We are submitting the following documents / details and undertake to request
th	e Depository Participant to dematerialize my / our securities within 120 days from
th	e date of issuance of Letter of Confirmation, received from the RTA/Issuer
C	ompany (tick □as relevant, refer to the instructions):
•	Demat Account No. (If available):
	Provide Client Master List (CML) of your Demat Account from the Depository Participant*
•	Provide the following details, if they are not already available with the RTA (see SEBI
	circular dated November 03, 2021 in this regard)
	PAN Specimen Signature
	Nomination / Declaration to Opt-out

^{* (}Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your **CML**). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use <u>Form ISR-1</u> in <u>SEBI circular dated November 03, 2021</u>.



В.	. I / We request you for the f	ollowing (ticl	k □ relevar	nt box)			
	☐ Issue of Duplicate certificate	□Claim Acco		Unclaimed	Suspense		
	☐ Replacement / Renewal / E securities certificate	xchange of	□ Endorsement				
	☐ Sub-division / Splitting of certificate	☐ Consolidation of Folios					
	☐ Consolidation of Securities	certificate	☐ Transmission				
	☐ Transposition (Mention the	new order o	f holders h	ere)			
C.		ficate(s) as	detailed b	elow**	·:		
	Name of the Issuer						
	Company Folio Number						
		1.					
	Name(s) of the security holder(s) as per the	2.					
	holder(s) as per the certificate(s)	3.					
	Certificate numbers						
	Distinctive numbers						
Number & Face value of							
	securities						
** D.		ed for spec			ıest:		
I. □ Duplicate securities certificate							



	Securities claimed	(in
		numbers)
		(in words)
III.	□ Replacement / Renewal /	Exchange of securities certificate
	(that is defaced, mutilated	d, torn, decrepit, worn out or where the page on the
	reverse is fully utilized)	
IV.	☐ Endorsement	
٧.	$\hfill \square$ Sub-division / Splitting of s	securities certificate
VI.	☐ Consolidation of securities	certificate/Folios
VII.	☐ Transmission	
/III.	□ Transposition	

Declaration: All the above facts stated are true and correct to best of my / our knowledge and belief.

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature	✓	✓	✓
Name	✓	√	V



Full	✓	
address		
PIN	√ □□ □□□□□□□	

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.



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]

	/e,					
So	n / daughter	of				residing at
			. having Pei	manent Account	No (s)	
				ereby solemnly		te on oath as
llOi	ows.					
1.	That	I/We,				_ ("all the
	shareholde	rs ") hold th	e following	(number of) securities ui	nder Folio no.
		(nam	e of the compa	iny) in my/ our n	ame as single	e holder / joint
	holder:					
	Company	Folio No.	No. of	Security	Distinctiv	e Nos.
	Name		securities held	Certificate No.		
					From	То
1)						
2)						
O)						
3)						
_					'	'
2.	I/We		. /			
			•	clare that I/ we a		•
	-			the ground that d / not found by	-	• • •
	•	,	n that habalf	•	, 1110/40, 403	one a anigent



3.	I/We	
	further swear /solemnly declare that the said securities a	are not sold or
	pledged or deposited by way of security to any person/company.	
4.	I/We	
	hereby further swear / solemnly declare that duplicate share certificate(s) is / are issued to us as aforesaid, security(ies) certificate(s) is / are at any time subsequently, found, traced by us or by anyone on our behalf, then, we unconditionally undeal with the said original share certificate(s) in any manner whatsoe by physical transfer or dematerialization or as security or pledge unconditionally undertake to promptly surrender the original share certificate (s) the Registrar and Transfer Agent / Company, for cancellation.	the original recovered or dertake not to ever (whether) and further
5.	I/We	
		am/are
	making the above solemn declaration on oath with full knowledge of the event the original security (ies) certificate(s) issued is /are found, retraced by me/us and instead of surrendering the same is / are dealth as aforesaid, the Company will be at liberty to adopt civil and proceedings against me/us for my/our failure to promptly surrender security (ies) certificate(s), for cancellation and for breach of my declaration and undertaking not to deal with the original security (ies) in any manner whatsoever as aforesaid at my/our entire risk as consequences.	ecovered and with by me/us / or criminal er the original y/our solemn) certificate(s)
	Signature	of all deponents
	X	
	VERIFICATION	
knowled	eby solemnly affirm and state that what is stated herein above is alge and nothing has been concealed therein and that we are con and entitled to rights and benefits of the above mentioned secur	npetent to
Depone	nt(s) (1)(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.



Form-B

INDEMNITY

[For issuance of duplicate securities]

Note:	This indemnity is to be executed in the presence of a Public No.	otary
Gazette	ed Officer	

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

I/We,	 Son		daughter		spouse	1	 of
	5011	,	daugniei	,	spouse	/	
						residing	at
				having	Permanent	Account No	(s)
				do	hereby solem	nnly affirm and sta	ate on
oath	as follo	ws.			-	-	

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 severely 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.

the witness)	Name and signature of the eir respective hands and seals this day
Address of First holder / Applicant : Pincode	Signature of All holder(s) / Applicant(s) :
Tel. No. Email id Date	FOR OFFICE USE ONLY Signature checked by :
Signed be	efore me

Signature of Notary / JMFC

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