**REQUEST FOR ISSUE OF DUPLICATE CERTIFICATE**

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

I/We request you to issue duplicate certificate(s) for securities, as detailed below in my/our name(s) :

1. **Details :**

|  |  |
| --- | --- |
| Name of the Issuer Company |  Folio No. : |
| Name(s) of the Security holder(s) |  |
| Number & Face value of Securities |  |
| Distinctive Nos. of Securities |  |

1. **I/We enclose the documents mentioned below which have been completed as per the Instructions on the reverse** (tick as relevant) :

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **** | **Type of document** |
| 1. |  | Affidavit “A”, duly self attested with date  |
| 2. |  | Indemnity “I”, affirmed before Notary Public / Magistrate  |
| 3. |  | F.I.R / Acknowledged Police Complaint [original / notarized] clearly stating details of lost securities, viz. Name of Company, Folio No., Number of securities, Certificate nos, and distinctive nos., acknowledged / signed by the Police Station Authorities with their official seal, full address of the Police Station, name of the official signing, contact number and email id. |
| 4. |  | Original paper clipping of advertisement in widely circulated English newspaper at the place of Registered Office of the Company, where the value of the lost securities is above Rs. 5 lakhs/- |
| 5. |  | Self attested copy of PAN Card(s) and Address proof of all holder(s)/applicants  |
| 6. |  | Duly completed Transmission/Name Deletion Form in case of demise of holder(s) |

Address of First holder / Applicant :

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Pincode

|  |  |
| --- | --- |
| Tel. No. |  |
| Email id  |  |
| Date |  |

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

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**FOR OFFICE USE ONLY**

**Signature checked by :**

P.T.O.

**I N S T R U C T I O N S :**

|  |  |  |
| --- | --- | --- |
| **Sr.** **No.** | **Name of document** | **Requirements** |
| 1 | Affidavit | a. Non-Judicial Stamp Paper to be purchased in the name of holder / applicant or franked or affixed with Special Adhesive Stamps and executed within six months from the date of purchase. b. Date of affirmation and attestation should be the samec. Affidavit must be signed by all the holder(s)/applicant(s) with date. |
| 2 | Indemnity | a. Non-Judicial Stamp Paper to be purchased in the name of holder / applicant or franked or affixed with Special Adhesive Stamps and executed within six months from the date of purchase. b. The same should be affirmed before Notary Public / Magistrate. c. Date of execution and attestation should be the samed. Indemnity must be signed by all the holder(s)/applicant(s) |
| **Stamp Paper Value –**The value of stamp paper shall be determined based on the state in which the Registered Office of the Company is situated, e.g. if the Registered Office of the Company is situated in Mumbai, then Indemnity shall be executed on Rs.500/- Non Judicial Stamp Paper. |
| **Notarization of Indemnity –**1. Name and full address of the attesting authority, especially the Notary Public, must be mentioned.
2. The attesting authority should affix their seal, notarial/court fee stamps and mention registration number, as applicable
3. The Notary Public should mention the Book No. and Serial No. against the notarization on Affidavit and Indemnity.
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| 3 | Acknowledged Police Complaint / F.I.R | a. Details of lost securities, viz. Name of Company, Folio No., Number of securities,  Certificate nos, and distinctive nos. should be stated in the Police Complaint and  Acknowledged/signed by the Police Station Authorities with their official seal, full address of the Police Station, Name of the Official signing, contact number and email ID.b. Original / Notarized copy of the acknowledged Police Complaint / F.I.R to be submitted |
| 4 | Advertisement, as applicable | a. If the market value of the lost securities is greater than Rs. 5 lakhs, advertisement to be  published in a widely circulated English newspaper at the place of registered office of the  Company. b. Original paper clipping to be submitted. |
| 5 | PAN Card and Address proof  | 1. Copy of PAN Card may be substituted with ID proof in case of residents of Sikkim after furnishing address proof.
2. Any one of the following documents can be submitted as Address proof -
* Valid Passport / Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill.
* Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
* Identity card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions
* For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.
* Client Master List (CML) of the Demat Account of the holder / claimant, provided by the Depository Participant.
* If proof of address is in the name of spouse, please provide self-attested copy of Identity Proof of the holder/claimant.
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