

Issue of Duplicate Share Certificate

A request letter from the shareholder(s) is mandatory. After verification of the signature(s) and if it matches, the request shareholder to comply with the following procedures:

- Lodge a complaint with Police Station and submit a Copy of F.I.R. (mentioning unit name, folio no, share certificate no, distinctive no(s) and no of lost shares) in original or attested by a notary/gazetted officer. Please note that the FIR should contain clear impression of rubber stamp of the concerned Police Station.
- Execute Indemnity & Affidavit on a non-judicial stamp paper of the Value of Rs.100/- & Rs.20/- (**Annexure – I**) duly attested by Notary Public/Special Executive Magistrate respectively as per the pro-forma enclosed. Affidavit should be attested by notary with appropriate notarial stamps affixed together with the seal and the registration no of the notary.
- Stamp paper must be purchased only in the name of the executor i.e., registered share holder.
- * Copy of advertisement made in English Newspaper which has wide circulation and in any one Vernacular Newspaper.
- Declaration Form to be filled in by applicant(s) for issue of Duplicate Certificate(s) in respect of security/ies for which Original certificate(s) is/are lost (**Annexure – II**).
- Proof of identity like Pan card/Passport/Driving License/Ration card/Election commission card of surety duly attested by Notary/gazetted officer is required.
- Supporting documents of surety like salary certificate/pay slip or 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 a Notary/Gazette officer. Income of surety should be more than the present market value of shares.
- As two witnesses and two sureties are required, please ensure that these are not same and not related to you. Full name, address and signatures of the witnesses and sureties should appear in the indemnity bond. Surety form to be filled by same person who has signed as surety on the Indemnity.
- All the particulars of the shares like folio no, certificate no. and distinctive numbers to be mentioned in the Indemnity and Affidavit.
- Any correction / modification on these documents need initials of the executors.
- Photo copy of Share holder's Pan Card duly attested by notary/ gazetted officer.

Annexure -I

(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 :

FOLIO NO.	SHARE CERTIFICATE NO (S)	DISTINCTIVE NO (S)	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) _____

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

(Rs.100/- Stamp paper)

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 :

FOLIO NO.	SHARE CERTIFICATE NO (S)	DISTINCTIVE NO (S)	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 share if any at the time of such indemnification, which the said Company may sustain, incurred of be liable for in 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)

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.

DECLARATION OF LOSS OF SHARE CERTIFICATE

Form to be filled in by a person or persons applying for duplicate certificate(s) in respect of shares for which original certificate(s) is/are lost.

1. Full name and address of the shareholder

2. Number of shares held by the Shareholder

3. Distinctive numbers of the shares in respect of which certificate(s) is/are lost

4. When were the share certificates lost or found to be missing?

5. Full statement of the circumstance of loss of the share certificate(s)

6. Were any signed transfer form attached to the missing share certificate(s)?
If so, give full particulars

7. Were the shares sold, mortgaged, pledged or otherwise disposed of either by the shareholder, applicant or by any other person?
If so, give full particulars

8. Was diligent search made for the Missing certificate(s)?

SIGNATURE(S)