

# Procedure for issue of Duplicate Share / Debenture Certificate for Registered Shareholder

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## Questionnaire:

1. Are you a registered shareholder/ debenture and have lost/misplaced your Share/ Debenture Certificate(s)?  
Yes/ No \_\_\_\_\_
2. Have you intimated the loss of share / debenture certificate(s) to us? Yes / No. \_\_\_\_\_
  - a) If YES then follow the below mentioned procedure and forward to us the complete set.
  - b) If NO then kindly send us the intimation for loss of shares immediately and follow the below mentioned procedure and forward to us the complete set.
- The following documents will have to be submitted along with the application in one lot within **21 days** from the date of intimation to us.
  1. FIR/ Acknowledged copy of Police Complaint lodged with the local police station for the loss of the shares/ debentures. *Please note that all the details of the share/ debenture certificates such as Name of the Company, Folio No., Share / Debenture Certificate numbers along with Distinctive numbers and Name of the Registered Shareholder/ Debenture holder should be mentioned in the complaint. It also should be mentioned whether the share / debenture certificates were annexed with any transfer deed duly signed or not.*
  2. Indemnity Bond on Rs. 200/- Non-Judicial Stamp Paper, duly attested by a Special Executive Magistrate (SEM) or Special Executive Officer (SEO) or Notary Public.
  3. Affidavit on Rs. 100/- Non-Judicial Stamp Paper duly affirmed by a Special Executive Magistrate (SEM) or Special Executive Officer (SEO) or Notary Public.
  4. Proof of Identification and Proof of Address your identification
    - a) Proof of Identification : Copy of the PAN Card
    - b) Proof of address: Copy of any one document mentioned below duly attested by Special Executive Officer or Notary Public or your Bank Manager:  
Aadhaar card or Passport or Utility bills like Telephone Bill, Electricity bill & Gas Bill (*not more than 3 months old*)
  5. Signature Attestation of the Shareholder(s) / Debenture holder(s), including that of Joint Shareholder(s)/ Debenture holder(s) is required to be submitted, in Original.

*This should be obtained on the Letterhead of the Bank where the shareholder(s) / debenture holder(s) have an account, signed by the Manager; identifying and verifying the signature(s) along with the shareholder(s) / debenture holder(s) account details.*

- ❖ ***Important:*** As regards cost of advertisement to be borne by the shareholder(s) or issue of public notice in the newspaper by the shareholder(s) / debenture holder(s) at his/her/their own cost, depends upon company to company. This would be notified to the shareholder(s)/ debenture holder(s) after receipt of the documents mentioned in point 1 to point 5 above.

***Please Note: If the above documents do not reach us within stipulated time, we would be unable to hold the subject shares/ debentures under "Stop Transfer". Moreover, neither the Company nor we as the Registrar & Share Transfer Agent shall be responsible for transfer of shares/ debentures , if any, thereafter.***