

PROCEDURE FOR ISSUE OF DUPLICATE SHARE CERTIFICATE

(Pursuant to SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/70. May 25, 2022 further amended vide Circular No. HO/38/13/11(3)2025-MIRSD-POD/I/1102/2025 dated December 24, 2025)

The Company has appointed M/s. MUFG Intime India Private Limited, Vadodara, as the Registrar and Share Transfer Agent ("RTA") who takes care of the requests like Transfer/Transmission/Transposition/Dematerialisation of Securities and issue of Duplicate Share Certificate on behalf of the Company.

The Details of the RTA are

Name: M/S. MUFG INTIME INDIA PRIVATE LIMITED

Address: "Geetakunj", 1 Bhakti Nagar Society, Behind ABS Tower, Old Padra Road, Vadodara – 390 015

Telephone: +91 265 3566768

Email: alpesh.gandhi@in.mpms.mufg.com / vadodara@ in.mpms.mufg.com

The procedure for issue of duplicate share certificate are

A. To intimate the loss of Share Certificate including name of shareholder(s), Folio No, Certificate No and Distinctive No to the RTA at address mentioned above. You may send such intimation either in through email or through physical form.

B. After intimation, following procedure is to be followed:

1. If value of securities is upto Rs. 10,000 only

For securities having value up to Rs. 10000 (**Rs. Ten Thousand**), as on the date of submission of application, the security holder shall submit an undertaking as per format specified at **Annexure-A on a plain paper**.

2. If value of securities is above Rs. 10,000 but below Rs. 10 Lacs

If the value of securities as on the date of submission of application, along with complete documentation as prescribed by the Board **does not exceed Rs. Ten Lacs**, the security holder shall submit an **Affidavit-cum-Indemnity bond** as per the format prescribed at **Annexure-A, on a non-judicial stamp paper** of appropriate value as prescribed by the Stamp Act of the state where the claimant resides.

The value of the non-judicial stamp paper shall be reckoned as higher of the amount as prescribed for an affidavit and an indemnity individually"

3. If value of securities is more than Rs. Ten Lacs, the claimant shall submit

- a. An Affidavit-cum-Indemnity bond** as per the format prescribed at **Annexure-A**, on a non-judicial stamp paper of appropriate value,
- b. A copy of FIR** including e-FIR/Police complaint/Court injunction order/copy of plaint (where the suit filed has been accepted by the Court and Suit No. has been given), necessarily having details of the securities, folio number, distinctive number range and certificate numbers.

For Overseas Shareholders in lieu of Copy of FIR are permitted to provide self-declaration of Security Certificates which lost/misplaced/stolen which shall be duly notarized/apostilled/attested by the Indian Consulate/Embassy in their country of residence, along with self-attested copies of Valid passport and Overseas address proof.

4. For securities having value more than Rs. Ten Lakhs, the listed company shall issue an **advertisement** regarding loss of securities in a widely circulated newspaper in the region where its registered office is situated, on a weekly basis. The timeline for processing of the service request for issuance of duplicate security certificates shall commence from the date of submission of complete documentation by the investor or issuance of newspaper publication by the listed company, whichever is later.

The listed company may charge a minimal fee from the investor towards such advertisement.

5. Proof of identity and Proof of Residence

- i. **Proof of identity** :- Self attested copy of PAN Card
- ii. **Proof of Residence**:- Any one of the following documents
 - I. Valid Passport / Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance bill.
 - II. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
 - III. 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
 - IV. 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.

- V. The proof of address in the name of the spouse.
- VI. Client Master List (CML) of the Demat Account of the holder / claimant, provided by the Depository Participant.

6. In case if the security holder does not have details in respect of Certificate Nos./Distinctive Nos./ Folio nos, the security holder is need to request to send written request to RTA with full details of Name, address and signature to provide the same. The RTA will match the signature and address of the security holder with its Record. In case the signature and/or the address do not match, the security holder need to first comply with KYC procedure by filing form **ISR-1** as per the format attached herewith to the RTA.

7. Kindly furnish Form **ISR-2** as per the format attached herewith, duly filled and attested by the bank manager along with the original cancelled cheque leaf for all the registered security holders. Also note the original cancelled cheque leaf bearing the name of the first holder is mandatory, failing which first security holder shall submit copy of bank passbook / statement attested by the Bank for registering the Bank Account details.

8. Based on verification and processing of documents, The Claimant(s) will receive the [Letter of Confirmation in Form C](#) from the RTA within 30 days of the receipt of such request.

9. As per SEBI Circular dated January 25, 2022, the listed companies shall issue securities in dematerialised form only. Within 120 days of issue of the Letter of Confirmation, the Claimant(s) are requested to submit the demat request in form **ISR-4** as per the format attached herewith, along with the original Letter of Confirmation or the digitally signed copy of the Letter of Confirmation, to the Depository Participant ("DP").

10. DP shall generate the demat request on the basis of the letter of Confirmation and forward the same to the Company/ RTA for processing the demat request.

11. Please note that in case of non-receipt of demat request from the claimant(s) within 120 days of the date of issue of the letter of Confirmation, the securities shall be credited to Suspense Escrow Account of the Company.

Annexure-A

Format for Affidavit-cum-Indemnity

FORM-A

AFFIDAVIT-CUM-INDEMNITY

[For issuance of duplicate securities]

Note: *This affidavit is to be executed in the presence of a Public Notary (in cases where the value of securities exceeds Rs. Ten Thousand)*

[To be submitted in non-judicial stamp paper of appropriate value as prescribed by the Stamp Act of the state where the claimant resides (in cases where the value of securities exceeds Rs. Ten Thousand)]

I/We, _____
Son / daughter/spouse of _____ residing at _____

_____, having Permanent Account No (s) _____
do hereby solemnly affirm and state on oath as follows.

1. That I/We, _____ ("all the shareholders") hold the following ___(number of) securities under Folio no. _____ in ___(name of the company) in my/ our name as single holder / joint holder:

Compan y Name	Folio Number	Number and face value of securities held	Security Certificat e No.	Distinctive Nos.	
				From	To
1)					
2)					
3)					

2. I/We _____ swear / solemnly declare 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 _____ further swear / solemnly declare that I/ we am/are applying for issue of duplicate certificate(s) to me/us on the ground that the original security(ies) certificate(s) has/have been misplaced / not found by me/us, despite a diligent search made by me/us in this behalf.

4. I/We _____ further swear /solemnly declare that the said securities are not sold or pledged or deposited by way of security to any person/company.

5. I/We _____ hereby further swear / solemnly declare that if, after the duplicate share certificate(s) is / are issued to us as aforesaid, the original security(ies) certificate(s) is / are at any time subsequently, found, recovered or traced by us or by anyone on our behalf, then, we unconditionally undertake not to deal with the said original share certificate(s) in any manner whatsoever (whether by physical transfer or dematerialization or as security or pledge) and further unconditionally undertake to promptly surrender the original share certificate(s) to the RTA / Company, for cancellation.

6. I/We _____ am/are making the above solemn declaration on oath with full knowledge of the fact that in the event the original security (ies) certificate(s) issued is /are found, recovered and traced by me/us and instead of surrendering the same is / are dealt with by me/us as aforesaid, the Company will be at liberty to adopt civil and / or criminal proceedings against me/us for my/our failure to promptly surrender the original security (ies) certificate(s), for cancellation and for breach of my/our solemn declaration and undertaking not to deal with the original security (ies) certificate(s) in any manner whatsoever as aforesaid at my/our entire risk as to cost and consequences.

7. 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.



Signature of all deponents :

X

VERIFICATION

We hereby solemnly affirm and state that what is stated herein above is true to our knowledge and nothing has been concealed therein and that we are competent to contract and entitled to rights and benefits of the above mentioned securities.

IN WITNESS WHEREOF the said 1) Mr. /Ms. _____ (Name and signature of the witness)

And 2) Mr. /Ms. _____ Name and signature of the witness
_____, have hereunto set their respective hands and seals this day of

Address of First holder / Applicant :

ode Pinc

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

FOR OFFICE USE ONLY

Signature checked by :

Signed before me

at: _____

on: _____

Signed before me

Place: _____

Date : _____

X -----

Signature of Notary with Official Seal of Notary & Regn. No.

Form ISR – 1

(-SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

A. I / We, request you to Register / Change / Update the following (Tick ✓ relevant box)

Date : / /

<input type="checkbox"/> PAN	<input type="checkbox"/> Signature	<input type="checkbox"/> Mobile Number
<input type="checkbox"/> Bank details	<input type="checkbox"/> Registered Address	<input type="checkbox"/> E-mail address

B. Security and KYC Details [to be filled in by the First Holder]

Name of the Issuer Company		Folio No(s)	
Face value of Securities		Number of Securities	
Distinctive number of Securities (Optional)	From	To	
E-mail Address			
Mobile Number			

C. I/We are submitting documents as per Table below (tick✓ as relevant, refer to the instructions):

Name(s) of the Security holder(s) in Capital as per PAN	PAN	PAN Linked to Aadhaar -Y/N Tick any one [✓] *
Copies of PAN of all the Holder(s) duly self-attested with date to be enclosed with this Form.		
1.		Yes / No
2.		Yes / No
3.		Yes / No
4.		Yes / No

Note: * PAN shall be valid only if it is linked to Aadhaar by March 31, 2022, or any other date as may be specified by CBDT.

To know the status of your PAN Linked to Aadhaar check on this link: <https://www.incometax.gov.in/iec/foportal>

Bank Account Details of First Holder

Name of the Bank & Branch	IFSC	
Bank A/c No.		Tick any one [✓]- Acct type <input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> Any other []

Note: Original cancelled cheque leaf bearing the name of the first holder is mandatory, failing which first security holder shall submit copy of bank passbook / statement attested by the Bank for registering the Bank Account details.

Demat Account Number	16 digit DP/CL []
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Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our above folio(s) (use Separate Annexure if extra space is required) in which I / we are the holder(s). [strike off what is not applicable]

Declaration: All the above facts and documents enclosed are true and correct.

First Holder	Joint Holder - 1	Joint Holder - 2	Joint Holder - 3
Signature			
Name			
Address			
PIN			

Note: If the address mentioned above differs from the address registered with the Company, you are requested to record the new address by submitting the documents as specified in point (3) overleaf.

I/We are submitting documents as per Table below (tick✓ as relevant, refer to the instructions):

No.	✓	Document/Information/Details	Instruction/Remark
1	<input type="checkbox"/>	PAN of (all) the (joint) holder(s)	PAN copies of all the holder(s) duly self-attested with date to be enclosed. PAN shall be valid only if it is linked to Aadhaar by March 31, 2022, or any date as may be specified by the CBDT. For Exemptions / Clarifications on PAN, please refer to Objection Memo as specified in SEBI circular.
2	<input type="checkbox"/>	Demat Account Number	Provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.
3		Proof of Address of the first Holder	<p>Provide self attested copy of any ONE of the documents, issued by a Govt. Authority, only if there is change in the address;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by the Depository Participant. <input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence/ Driving License/Flat Maintenance Bill* <input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old. <input type="checkbox"/> Identity card (with Photo) / document with address, issued by Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions. <input type="checkbox"/> 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. <input type="checkbox"/> The proof of address in the name of the spouse* <p>* Kindly provide additional self-attested copy of Identity Proof of the holder/ claimant.</p>
4	<input type="checkbox"/>	Bank details	Provide the latest copy of the bank statement with details of bank name, branch, account number and IFSC or Original cancelled cheque leaf bearing the name of first holder. Alternatively, Bank details available in the CML as enclosed will be updated in the folio.
5	<input type="checkbox"/>	E-mail address	As mentioned on Form ISR-1, alternatively the E-mail address available in the CML as enclosed will be updated in the folio.
6	<input type="checkbox"/>	Mobile	As mentioned on Form ISR-1, alternatively the mobile number available in the CML as enclosed will be updated in the folio.
7	<input type="checkbox"/>	Specimen Signature	Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 and Original cancelled cheque leaf bearing the name of the first holder.
8		Nomination	<p>Submit Form(s) as per any ONE of the following options.</p> <ul style="list-style-type: none"> <input type="checkbox"/> SH-13 For First Time Nomination <input type="checkbox"/> SH-14 For Cancellation or Variation in Nomination <input type="checkbox"/> <u>SH-14 and ISR-3</u> For Cancellation of Nomination and to "Opt-Out" <input type="checkbox"/> ISR-3 To "OPT-Out" of Nomination or if No-Nomination is required

Note: All the above forms are also available on our website..

Form ISR – 2

(see circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

Confirmation of Signature of securities holder by the Banker

1. Bank Name and Branch	
2. Bank contact details Postal Address Phone number E-mail address	
3. Bank Account number	
4. Account opening date	
5. Account holder(s) name(s)	1) 2) 3)

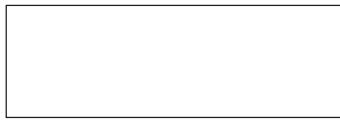
6. Latest photograph of the account holder(s)

1st Holder

2nd Holder

3rd Holder

7. Account holder(s) details as per Bank Records	
a) Address	
b) Phone number	
c) Email address	
d) Signature(s)	

1)  2)  3) 

Signature verified as recorded with the Bank

Seal of the Bank

	(Signature)
Place:	Name of the Bank Manager
	Employee Code
Date:	E-mail address

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: _____ / _____ / _____

A. Mandatory Documents / details required for processing all service request:

I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer Company (tick as relevant, refer to the instructions):

- Demat Account No. (If available): 1234567890 1234567890
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 [Form ISR-1](#) in [SEBI circular dated November 03, 2021](#).

B. I / We request you for the following (tick relevant box)

<input type="checkbox"/> Issue of Duplicate certificate	<input type="checkbox"/> Claim from Unclaimed Suspense Account
<input type="checkbox"/> Replacement / Renewal / Exchange of securities certificate	<input type="checkbox"/> Endorsement
<input type="checkbox"/> Sub-division / Splitting of securities certificate	<input type="checkbox"/> Consolidation of Folios
<input type="checkbox"/> Consolidation of Securities certificate	<input type="checkbox"/> Transmission
<input type="checkbox"/> Transposition (<i>Mention the new order of holders here</i>)	

C. I / We are enclosing certificate(s) as detailed below:**

Name of the Issuer Company	
Folio Number	
Name(s) of the security holder(s) as per the certificate(s)	1. 2. 3.
Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

** Wherever applicable / whichever details are available

D. Document / details required for specific service request:

I. Duplicate securities certificate

II. Claim from Unclaimed Suspense Account

Securities claimed	(in numbers)
	(in words)

- III. Replacement / Renewal / Exchange of securities certificate
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- IV. Endorsement
- V. Sub-division / Splitting of securities certificate
- VI. Consolidation of securities certificate/Folios
- VII. Transmission
- VIII. Transposition

Provide / attach original securities certificate(s) for request for item numbers III to VIII above.

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	✓	✓	✓

Full address	✓		
PIN	✓ ०० ००००००००	०००००००	०००००००

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.