

PROCEDURE FOR ISSUE OF DUPLICATE SHARE CERTIFICATE

As you are well aware of that the Company has appointed M/s. Link Intime India Private Limited, Baroda as Our Registrar and Share Transfer Agent (“RTA”) who are taking care of Transfer/Transmission/ Transposition of Securities, Dematerialisation and issue of Duplicate Share Certificate on behalf of the Company.

The Details of RTA are

Name: M/S. LINK INTIME INDIA PVT. LTD.

**Address-“Geetakunj”
1, Bhakti Nagar Society,
Behind ABS Tower,
Old Padra Road,
Vadodara – 390 015**

Phone: 0265 – 3566768

Email: vadodara@linkintime.co.in

The procedure for issue of duplicate share certificate are

1. 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.

2. Along with such intimation, kindly share with us

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.

b) Public notice in a widely circulated newspaper regarding the loss of the shares/securities giving all the particulars of the share certificates which have been lost/misplaced. Draft format of public notice is attached herewith as an Annexure-A.

c) The requirements of the above two documents as stated at point no 1 and 2 are not required if value of securities, as on the date of submission of application, along

with complete documentation as prescribed by the Board does not exceed Rs.5 lakhs. The applicant shall quantify the value of the securities shall be on the basis of the closing price of such securities at any one of the recognized stock exchanges a day prior to the date of such submission in the application.

d) Submission of Affidavit on non-judicial stamp paper of appropriate value executed in the presence of public notary and Indemnity Bond on non-judicial stamp paper of appropriate value in the presence of a Public Notary / Gazetted Officer. (Format of Affidavit and Indemnity bond are annexed herewith as an Annexure-B and Annexure-C respectively.)

e) 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.

f) 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 to the RTA.

- g) Based on verification and processing of documents, The Claimant(s) will received the Letter of Confirmation in Form C from our RTA within 30 days of the receipt of such request.**
- h) Within 120 days of issue of the Letter of Confirmation, the Claimant(s) are request submit the demat request in form ISR-4 as per the format attached herewith as an Annexure-E, along with the original Letter of Confirmation or the digitally signed copy of the Letter of Confirmation, to the Depository Participant (“DP”).**
- i) 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.**
- j) 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

DRAFT OF NEWSPAPER ADVERTISEMENT

This is to inform you that Share Certificate No(s)._____for_____Equity Share(s) of PBM Polytex Ltd. (CIN:- L17110GJ1919PLC000495) (“the Company”) (Regd. Office – Opp. Railway Station, Petlad - 388450, Dist. Anand, Gujarat), held by _____, have been lost. The Share Certificate(s) as such stand cancelled and if any person finds the same, he is, hereby, requested to return it to the Company at the registered Opp. Railway Station, Petlad - 388450, Dist. Anand, Gujarat.

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]

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:

Company Name	Folio No.	No. of securities held	Security Certificate No.	Distinctive Nos.	
				From	To
1)					
2)					
3)					

2. 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.
3. 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.
4. 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.

5. 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.

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.

Deponent(s) (1) _____ (2) _____ (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 Notary /
Gazetted Officer**

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

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, 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 severally 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.

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 :	

Pincode	
Tel. No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Email id	_____
Date	_____

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

FOR OFFICE USE ONLY
Signature checked by :

Signed before me

at: _____

on: _____

Signature of Notary / JMFC

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

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):
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	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	✓		

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 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)				
<table border="1" style="width: 100%;"><tr><td style="width: 33%; text-align: center;">1st Holder</td><td style="width: 33%; text-align: center;">2nd Holder</td><td style="width: 33%; text-align: center;">3rd Holder</td></tr></table>		1 st Holder	2 nd Holder	3 rd Holder
1 st Holder	2 nd Holder	3 rd Holder		
7. Account holder(s) details as per Bank Records				
a) Address				
b) Phone number				
c) Email address				
d) Signature(s)				
1) <input type="text"/>	2) <input type="text"/> 3) <input type="text"/>			
Signature verified as recorded with the Bank				
Seal of the Bank				
	(Signature)			
Place:	Name of the Bank Manager			
	Employee Code			
Date:	E-mail address			