

-Request for Issue of Duplicate Securities Certificate(s) from the Holder(s) of the Securities:

In case the registered folio(s) is/are “Non-KYC Compliant” we request, you to ensure that all KYC documents are registered with the Company as per SEBI Circular dated 3rd November, 2021, and clarification circular dated 14th December 2021, which became effective from 1st January,2022.

In the event the Registered folio(s) is/are “KYC compliant” and the details of the lost securities certificate(s) is/are available with you, we request you to fill in FORM –ISR-4,duly completed and signed by all the holder[s] along with the relevant documents, as per SEBI Circular dated 25th May, 2022.

Where the loss of securities does not pertain to the entire holding under the reference folio(s), kindly quote the distinctive numbers of the balance certificates in your possession in the application to enable the Company to determine and convey to you the distinctive numbers of the lost certificate[s].

In case the lost certificate[s] stand in the name of a deceased holder(s), the Nominee(s)/claimant(s)/legal heir(s) must establish the title to the securities on production of legal documents along with Form ISR-5 as per the procedure of Transmission of Securities, mentioned in SEBI Circular dated 18th May 2022, and also comply with the procedure for issue of duplicate certificate[s].

Procedure for Issue of Duplicate Securities:

For folio(s) which is/are not KYC compliant, registered holder(s) should ensure to do the KYC Compliance first, by filling up Form ISR-1, ISR-2, Form SH-13/ ISR-3 as per as per SEBI Circular dated 3rd November, 2021.

1. **[Form ISR-4 SEBI Format]** duly filled in all respect. as per SEBI Circular dated 25thJanuary, 2022. SEBI has mandated the listed companies to issue securities in demat mode only, pursuant to investor service request.
2. **Affidavit (Form-A): A Notarized Affidavit from registered holder(s) of securities** made on non-judicial stamp paper of appropriate value in the prescribed format, to the effect of identification and claim to the securities.
3. **Indemnity Bond (Form-B): A Notarized Indemnity Bond** from registered holder(s) of securities to be made non-judicial stamp paper of appropriate value in prescribed format indemnifying the Share Transfer Agent / Listed entity.
 - (a) Self-attested identification and address proof of Witnesses to Indemnity, as in (a) and (b) below:
 - a) PAN Card as a proof of identity.
 - b) Aadhaar card, Valid Passport, Utility bills like Telephone Bill, Electricity bill & Gas Bill (not more than three months old). Any one document, as a proof of address is to be submitted.

4. Client Master List (CML) of the Demat Account of the holder(s) / Registered Holder(s) / claimant(s), (if the holder(s)/claimant(s) have a demat account, provided by the Depository Participant,) in the order of names as per Form-ISR4.
- **If the value of securities as on date of submission of application exceeds Five lakhs#, we request you to additionally comply with items (5 to 7) as stated under:**
 - #. The value shall be ascertained on the basis of closing price at any one of the recognized stock exchanges a day prior to the date of submission in the application.
5. **Original newspaper clippings**, where loss of securities has been published in a widely circulated newspaper as per **draft of advertisement format**
6. **F.I.R / e-F.I.R / Acknowledged Police Complaint/ Court injunction order/copy of plaint** (where the suit filed has been accepted by the Court and Suit No. has been given), reporting loss of securities, containing details of the securities, folio number, distinctive number range and certificate numbers.
7. **For overseas securities holder** instead of submitting F.I.R / e-F.I.R / Acknowledged Police Complaint, shall be permitted to provide self declaration of the security Certificates lost/ misplaced/stolen, duly notarised / Apostilled / attested by the Indian Consulate /Embassy in their country of residence, along with self-attested copies of Valid passport and overseas address proof.

Notes:

Affidavit/Indemnity Bond to be purchased in the name of holder(s)/applicant(s) and to be notarized and executed and signed before the Notary Public/ Gazetted Officer.

Date of execution and attestation should be the same.

Witness should be other than family member.

The signature(s) of the holder(s) / witnesses on the indemnity must be affirmed before the Notary Public/Magistrate.

Name and full address of the attesting authority for Indemnity bond and Affidavit must be mentioned. The attesting authority should affix their seal, notarial /court fee stamps and mention registration number, as applicable. The Notary Public should mention the Book No. and Serial No. against the notarization on Affidavit and Indemnity

