

ISSUE OF DUPLICATE CERTIFICATE/S

(Read carefully the instructions before filling in the enclosures)

The Enclosures are:

DRAFT OF ADVERTISEMENT	‘D’
QUESTIONNAIRE FORM	‘Q’
AFFIDAVIT	‘A’
INDEMNITY	‘I’
SURETY FORM	‘S’

Sequence of steps to be followed:

- (1) Affix **SPECIAL ADHESIVE STAMPS OF**
--Rs. 100/-on Affidavit-‘A’
--Rs. 500/-on Indemnity – ‘I’
before signing these forms (Refer item ‘i’ below)
- (2) Fill in answers posed in Questionnaire Form—‘Q’, giving details in full.
- (3) Fill in affidavit –‘A’, but do not sign now (refer8).
- (4) Arrange for person to stand as Surety.
- (5) Fill in Form of Surety—‘S’ and get his/her signature on the form attested by Bank Manager/Employer.
- (6) Fill in Indemnity—‘I’, but do not sign now (refer8).
- (7) Recheck that all document are completely filled.
- (8) Arrange for Applicants/public Notary/Judicial.
- (9) Advertise the loss in Widely circulated / Newspaper and obtain copies of the publications
- (10) Lodge FIR with Police for loss of shares.
- (11) Submit together all duly completed document to us.

SPECIAL INSTRUCTIONS

DRAFT OF ADVERTISEMENT – ‘D’

- a) The draft of Advertisement and particulars of some publications / publishers are given overleaf with a view to facilitate you.
- b) Fill in draft of advertisement and forward to publishers/s, (Quotation & Mode of Payment of charges can be obtained directly by submitting the text before hand to publisher/s).
- c) Full name and address or Registered Office of the Company is printed on all certificate/s, Warrants and annual reports issued by the Company.
Other details to be filled in draft viz. Joint Name/s. Distinctive Nos. etc. may be obtained/ascertained from us (Refer item ‘f’ below).
- d) Copy of Newspaper in which the advertisement appears must be furnished by the applicant/s to the Company along with other documents.

QUESTIONNAIRE FORM—‘Q’

- e) All application forms for issue of duplicate certificate/s must be signed by the person/s whose name/s are presently registered with the company as holder/s of security/ies.
- f) Where the loss does not pertain to the entire holding in the Ledger Folio, kindly quote the Distinctive
Numbers of balance certificates in your possession to enable the Company to determine and convey to you the distinctive numbers of the lost certificate/s.
- g) In case certificate/s is/are lost together with duly signed/executed transfer deed/s, the Company will undertake to issue duplicate certificate/s only after lost transfer deeds have become time-barred.
- h) In case lost certificate/s stand in sole name of deceased holder, the heir/s must establish his/their title to the security/ies on production of Succession Documents before for issue of duplicate is undertaken.

AFFIDAVIT—‘A’ & INDEMNITY—‘I’

- i) Affidavit / Indemnity may be affixed with Special Adhesive Stamps or the text may be reproduced on Nonjudicial Stamps Paper of denominations/s given in 1 above.
- j) Signature/s must be attested only by a First Class or Stipendiary Magistrate/Notary Public/Judicial.
- k) Full Name/Address (and Reg.no.) of the Official must be mentioned.
- l) Indemnity must be signed by applicant/s as well as Surety.

SURETY FORM—‘S’

- m) The financial Standing of the proposed Surety must be commensurate with the market value of the lost security/ies.
- n) Surety form must also be signed by Bank Manager/Employer in affirmation of the details mentioned therein.

Applicants must advertise the loss of certificate/s as per draft given below by publishing a ‘Notice’ in – widely circulated.

- a) any daily English Newspaper circulating at place where Registered Office of the Company is situated
- Or b) any daily Vernacular Newspaper of Regional Language/s spoken at place where Registered Office of the Company is situated.

DRAFT OF ADVERTISEMENT

NOTICE

Notice is hereby given that the certificate(s) for the under mentioned securities of having its registered office..... has/have been lost/mislaid and the undersigned holder(s) of the said securities has/have applied to the Company to issue duplicate certificate(s).

Any person who has a claim in respect of the said securities should lodge such claim with the Company at its Regd.office within 15 days from this date, else the Company will proceeds to issue duplicate certificate(s) without further intimation.

Name of Holder(s) (and Jt.Holder/s, if any)	Kind of Securities and Face Value	No.of securities	Distinctive No(s)
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_____	_____	_____
[Place]	[Date]	[Name of Applicant]

**(ISSUE OF DUPLICATE CERTIFICATE TO SHARE HOLDER)
INDEMNITY**

(Stamp paper Rs.500/-)

TO
The Board of Director,

WHEREAS, We _____ jointly with _____ at present residing at _____ are registered in the Register of Members and other books of _____ as the holder of following Shares of the Company bearing Distinctive Nos. as per Annexure

Folio no	Name(s)	No of Shares	Distinctive no.

It has been stated to the Company that certificates for _____ shares bearing distinctive nos mentioned above have been lost or mislaid and the same cannot be found.

We, _____ jointly with _____ have/has applied to the Company for duplicate Certificates.

In consideration of the Company issuing such duplicate Certificates.

We, _____ jointly with _____ and _____ (Name of Surety) ourselves, our respective heirs, executors and administrators do hereby jointly and severally covenant with the Company, its successors and assigns that we and our heirs, executors and administrators respectively will at all times and from time save, defend and keep harmless and indemnified the Company, its successors and assigns and the Directors and Officers thereof and their respective heirs, executors and administrators and their and each of their estates and effects from against all action, causes, suits proceeding, accounts, Claims and demands whatsoever on account of the said security/ies or any of them or the loss or non-production of the certificates thereof on the part of any person or persons whomsoever and against all damages, costs, charges, expenses and sum of money incurred in the respect thereof or otherwise in relation to the premises and we the said _____ and _____ (Name of Surety) undertake on demand by the Company to return and re-deliver such duplicate Certificate and without such demand to produce and return to the Company the original Certificate when found or traced and to take all action, suit and proceeding at our own cost as the Company shall require for the recovery thereof or otherwise in relation to the premises.

Dated this _____ day of _____, 2019

Signed in the presence of

Signature of Magistrate/Notary

Signature of holders

Full Name and Address of Magistrate/Notary

Signature of Surety

Regd No. _____

AFFIDAVIT
(Stamp paper of Rs.100)

We _____ solemnly affirm and say that what is stated in answer to the question on the form on the reverse and marked "Q" is true to my/our knowledge.

Date _____

Signature of Holders

Solemnly affirmed at _____ on the _____
day of _____ 2019

Full Name and :
Address of
Magistrate/Notary

(Signature of Magistrate/Notary)

Regn.No.

Use space below to affix

Notarial/Court Fee Stamps

Official Seal of Magistrate/
Notary

QUESTIONNAIRE FORM "Q"

Name of the Company		
1.	Full name of holder and joint(s), if any	:
2.	Number and kind of securities held by the holder for which duplicate certificate is being sought.	:
3.	Distinctive number of the security in respect of which certificate is lost	:
4.	When did the holder acquire the in respect of which certificate are lost ?	:
5.	When were the certificate lost or found to be missing	:
6.	Full statement of the circumstances regarding loss of the above certificate	:
7.	Were any signed transfer form(s) accompanying the lost certificate? If so, give full particulars of the transaction.	: No
8.	Were these securities sold / mortgaged/pledged or otherwise disposed of either by the holder/ applicant or by any other person If so give full particulars of transaction	: No
9.	Was diligent search made for missing certificate ?	: Yes
10.	If the Board of Director of the Company is prepared to issue duplicate certificate(s) is/are the applicant prepared to fulfill the conditions preliminary to the issue of duplicate certificate(s) viz. (a) in one daily English newspaper (b) one daily vernacular newspaper circulating in Mumbai (c) execution of Indemnity with approved surety/ies	: Yes

Address :

Signature of Applicants

SURETY FORM

(Form to be signed by Surety proposed for Indemnity Agreement)

Private & Confidential

NAME OF SURETY : _____

(in full)

PERMANENT RESIDENTIAL ADDRESS : _____

_____ Pin _____

AGE: _____ Years Permanent Income Tax No.: * _____

* Furnish documentary evidence

A person cannot stand as Surety for Spouse/family member

(Fill in any one or more of the following boxes, whichever is applicable)

A. Details of employment :

1) Name of employer : _____

2) Place of employment: _____

3) Annual Salary : _____

4) Other emoluments : _____

AND/OR

B. Details of Immovable property owned

(absolutely in own name and not as a member of a joint & undivided Hindu family. Specify whether consisting of houses or mere lands)

1) Within Municipal Limits : _____

2) Situation : _____

3) Value : _____

4) Annual rent realized : _____

AND/OR

C. Details of business owned

(absolutely in own name and not as a partner)

1) Nature of business and location _____

2) Annual turnover _____

3) Annual profits _____

Date:

Witnessed by:

Signature of Surety

Full Name and Address of Bank Manager/Employer

(Bank Manager/Employer)

_____ Phone _____