

The Board of Directors of \_\_\_\_\_

Address of Regd. Office of Company \_\_\_\_\_

Dear Sir(s):

**Sub: Issue of Duplicate Share Certificate(s).**

Kindly note, that I/we have lost the Share Certificate(s), details of which are as follows:

**DESCRIPTION OF EQUITY SHARE(S):**

<b>Folio No (s)</b>	
<b>Number in Figures</b>	<b>Number in Words</b>
<b>Distinctive Numbers</b>	<b>From To</b>
<b>Corresponding Certificate Numbers</b>	

I enclose herewith the following documents in support of my application. Kindly issue duplicate share certificate(s). *(Please tick the checklist below– If the following documents are not submitted in the manner prescribed, the application for duplicate shares is liable to get rejected)*

- FIR/Acknowledged copy of letter filed with police for loss of shares mentioning the approximate date/month of loss.
- Affidavit for loss of shares as per format given by the Company on Rs.100 stamp paper duly signed by all the shareholders and all signatures duly notarized.
- Affidavit for stop transfer on Rs.100 stamp paper as per format given by the Company duly signed by all the shareholders and all signatures duly notarized
- Indemnity Bond on Rs.200 stamp paper as per format given by the Company duly signed by all the shareholders and signatures notarized (applicable if market value of shares is above Rs.10,000/- as on the date of execution of the indemnity).
- Surety and witness must not be family members. (The surety and witness should not be the same person).
- Indemnity Bond on plain paper as per format given by the Company duly signed by all the shareholders (applicable in lieu of the Indemnity Bond on Rs.200 stamp paper if market value of shares is below Rs.10,000/- as on the date of execution of the indemnity).

*(The date stamp of the issuing authority on the above stamp papers should not be more than six months before the date of execution by the shareholders. For e.g. if the date stamp of the issuing authority is January 1, 2006, the stamp paper is to be executed and notarized by the shareholders on or before June 30, 2006. If the same is executed by the shareholders and notarized after a period of six months, the stamp paper is invalid and the same is liable to be rejected)*

**REGISTERED HOLDER'S PARTICULARS**

**SIGNATURE**

Name(s): 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

<b>OCCUPATION</b>	<b>ADDRESS</b>	<b>FATHER'S / HUSBAND'S NAME</b>
1.		
2.		
3.		

**(DRAFT OF INDEMNITY BOND TO BE EXECUTED ON Rs. 200/- STAMP PAPER)**

NAME AND ADDRESS OF THE FIRST NAMED  
SHARE HOLDER TOGETHER WITH JOINT  
HOLDERS, IF ANY \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name and Regd. Address of Company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir(s),

**RE: ISSUE OF DUPLICATE SHARE CERTIFICATE(S)**

I/We, \_\_\_\_\_  
residing at \_\_\_\_\_

\_\_\_\_\_ hereby declare that the Share Certificate(s) in respect of Equity Shares bearing Distinctive Number \_\_\_\_\_ to \_\_\_\_\_ held by me/us in your company have been lost or destroyed or misplaced.

I/We further declare that I/we have not sold, transferred, pledged or dealt with the above mentioned securities and that no one except me/us have any right, title or interest in the said securities or any of them.

In Consideration of the Company issuing to me/us at my/our request, duplicate share certificate(s) in place of the original scrips bearing Nos. \_\_\_\_\_ to \_\_\_\_\_. I/we hereby jointly or severally agree and guarantee for myself/ourselves, my/our respective heirs, executors or administrators to hold the company their successors and assigns harmless and indemnify and keep identified against all claims, damages, costs and expenses which may be made against or suffered or incurred by the company by reason of or in consequences of the issue of such scrips or otherwise, howsoever, in relation thereto.

I/we further agree and undertake that if the original share certificate(s) shall hereafter be found, I/we shall forthwith deliver the same or cause to deliver the same to the Company at my/our own expense and costs.

Dated \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature of 1<sup>st</sup> Holder

\_\_\_\_\_  
Signature of 2<sup>nd</sup> Holder

\_\_\_\_\_  
Signature of 3<sup>rd</sup> Holder

Name and Address of Witness: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Witness

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AND we, the below named Guarantors concur in the above request and jointly and severally guarantee the performance by the above named share holder(s) of the undertakings therein contained.

Dated \_\_\_\_\_ day of \_\_\_\_\_

Name and Address of Guarantor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Guarantor

**AFFIDAVIT ON Rs. 100/- STAMP PAPER**

I/We, \_\_\_\_\_, aged  
about \_\_\_\_\_ years, son/daughter/wife of \_\_\_\_\_  
resident of \_\_\_\_\_

do solemnly affirm and state on oath as under :-

1. That I/we am/are the legal owner(s) of \_\_\_\_\_ (nos.) of shares of folio number \_\_\_\_\_, bearing distinctive nos. from \_\_\_\_\_ to \_\_\_\_\_ and share certificate number(s) \_\_\_\_\_ to \_\_\_\_\_ of \_\_\_\_\_.

**(Name of Company and Address of Regd. Office)**

2. That the aforementioned share certificate(s) has/have been lost/destroyed.
3. That I/we have not delivered the said certificate(s) with the intention of transferring the shares or pledging them or parted with the said certificate(s) in any manner whatsoever.
4. That I/we, hereby declare that the said certificate(s) is/are not being located.

I/we, the abovenamed person(s), who hereby solemnly affirm and swear that the contents of the paragraphs 1, 2, 3 and 4 are true to my / our belief, and that no part of this affidavit is false, and nothing material has been concealed in it.

Signed and verified on this \_\_\_\_\_ day of \_\_\_\_\_ ,  
at \_\_\_\_\_.

\_\_\_\_\_  
Deponent

**AFFIDAVIT**

(To be executed on a non-judicial stamp of Rs. 100/- for effecting Stop Transfer by the Registered Shareholder)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Name and address of the Company)  
\_\_\_\_\_

I/We \_\_\_\_\_ s/o \_\_\_\_\_  
\_\_\_\_\_ aged \_\_\_\_\_ years residing at \_\_\_\_\_  
\_\_\_\_\_ solemnly affirm  
and declare as follows:

1. That I/we am/are the sole/joint holder(s) of \_\_\_\_\_ number of equity shares in \_\_\_\_\_.  
(Name of the Company)

Folio No.	No. of Shares	Certificate Nos.	Distinctive Numbers	
			From	To

2. That the above shares were acquired by me/us for valuable consideration out of my/our own investment / funds against allotment in Public Issue / allotment in Rights Issue or acquired from the market in the year(s) \_\_\_\_\_.
3. That I/we have not pledged the original certificate by way of security or collateral or otherwise have not sold the above mentioned shares anytime to any person.
4. That the stop transfer instructions given by me/us are not on the grounds of non-payment by my/our Broker/Sub-broker.
5. That I/we have genuinely lost/misplaced the above-mentioned shares.
6. That I/we am/are solely responsible for any future liabilities in respect of the above mentioned securities.
7. This affidavit is executed in favour of the company on my/our own volition and is in the form as required by the company/its agents forwarded to me/us vide its letter no. \_\_\_\_\_ dated \_\_\_\_\_.

**Verification**

I/we solemnly affirm that the statements contained in the above paragraphs are true to the best of my/our knowledge, information and belief and that nothing material has been concealed from being disclosed.

Solemnly declared and affirmed on \_\_\_\_\_

Identification at \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Deponents

1. \_\_\_\_\_  
\_\_\_\_\_

(Before the Executive Magistrate or Notary Public)

2. \_\_\_\_\_  
\_\_\_\_\_

(Before the Executive Magistrate or Notary Public)