

### **PROCEDURE & DOCUMENTATION FOR DUPLICATE SHARE CERTIFICATE ISSUANCE**

A Shareholder may raise a request for issuing Duplicate Share Certificates to the Issuing Company if such original share certificate issued is proven to have been lost or destroyed, has been defaced, mutilated or torn and is surrendered to the Company.

The following documents are required to be submitted along with the request to issue Duplicate Share Certificates:

1. Self-Attested copy of PAN card (compulsory) along with Address Proof
2. Notarised Affidavit executed on Rs 100 stamp paper confirming the share certificate lost has not been pledged or transferred to anyone and the person raising the request is the Registered Shareholder.
3. Notarised Indemnity Bond executed on Rs 100 stamp paper indemnifying the Company/RTA against all actions, suits, proceedings, claims, demands, moneys, losses, damages, costs and expenses which may be paid, incurred or sustained by the Company by reason or in consequence of issuing the Duplicate Share Certificate(s).
4. Notice of loss of share certificates and issue of duplicate share certificates in lieu of the ones lost.
5. Signature Attestation of the Registered Shareholder along with the Folio Details by Bank Manager under his / her official stamp & seal with complete Bank Address & Telephone number.