

### **List of Documents Required to Issue the Duplicate Certificates**

1. Duly Signed Request Letter for issuances of Duplicate Shares
2. Duly Notarized Indemnity Bond on Non-Judicial Stamp Paper of Rs 100/- (Format Attached)
3. Duly Notarized Affidavit on Non-Judicial Stamp Paper of Rs 50/- (Format Attached)
4. Specimen Signature should be attested by the Bank Manager with whom you are maintaining your account should be mentioning the all field of Bank (Format Attached)
5. Duly Notarized Copy of FIR lodge in Police Station for loss / misplaced of share certificates
6. Self-Attested Copy of PAN
7. Self-Attested Copy of ADHAAR
8. Self-Attested Copy of Election ID
9. Original unsigned cancelled cheque on which the name of the account holders should be printed them
10. Self-attested copy of ID proof of the person signing the surety and witness on the all papers
11. Original Copy of the Public Notice published in any Nationalized Newspapers for loss / misplaced of shares
12. In case any difficulty calls at the RTA / STA of the Company.

**Note: Please mentioned the Complete Details of Shares like, Date of Allotment or since from you hold, Name of the Company whose shares you hold, Name of the Share Holders, S/o, W/o, D/o, Registered Address, LF No, Certificate No, Distinctive Number, No of Shares, PAN No, Address etc.....**

**INDEMNITY BOND**

**FOR DUPLICATE SHARES**

**TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF VALUE Rs 100/-**

(Name of the Company)

.....

Dear Sir,

In consideration of your issuing to me/us the Duplicate Share Certificate(s) for ..... Equity shares of Rs. 10/-each in lieu of original Share certificate(s) No.(s). ..... bearing distinctive Nos. .... to ..... held under the registered folio no. .... Which have been lost or mislaid by me/us.

I/We ..... S/o, D/o, W/o, Shri..... having ID Proof PAN / Aadhaar / Election ID ..... for myself/ourselves, my/our heirs, executors or administrators, indemnify the Company against all claims and demands, money, losses, damages, costs and expenses which may be brought against or be paid, incurred or sustained by the Company be reason or in consequence of the issuing to me/us the Duplicate Share Certificate or otherwise in relation thereto respectively.

I/We further undertake and agree if the original Share Certificate(s) shall hereafter be found forthwith to deliver up the same or cause the same to be delivered up to the Company, their successors and assigns without cost, fee or reward,

Yours faithfully,

Signature of the Shareholder

Signature of the joint holder

Complete Address with Mobile No & Email ID:

**Witness Persons:**

1      **Signature:**  
         **Name & Address**

2      **Signature:**  
         **Name & Address**

**Surety Persons:**

1. **Signature:**  
         **Name & Address:**

2. **Signature:**  
         **Name & Address**

**(INDEMNITY BOND TO BE ATTESTED BY A NOTARY PUBLIC OR BY A FIRSTCLASS MAGISTRATE)**

**TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF VALUE Rs. 50/-**

**AFFIDAVIT**

I/We ..... S/o ..... Resident solemnly declares and state as under:

1. That I/We..... the registered Shareholders of ..... Equity Shares of your Company M/s. .... As per particulars given below:

<u>Folio No.</u>	<u>Cert No.</u>	<u>Distinctive No</u>	<u>No. of Shares</u>
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- 1 That the share certificates in respect of the said shares were issued to me on or about.....
- 2 That the said share certificates against my application have been lost in transit / by me and that I have searched, or caused search to be made for the said Share certificates, but after careful search, have not been able to find the same.
- 3 That since the date the said share certificates were issued to me, I have not sold, pledged or in any other way part with the possession of the said shares, and that the said share certificates are my absolute property.
- 4 That to the best of my knowledge and belief, the said share certificates have either been lost or been accidentally destroyed.

**DEPONENT**

Place: .....  
Date: .....

**VERIFICATION**

I/We ..... Hereby declare that whatever stated above are true to the best of my knowledge and belief and nothing relevant has been concealed and mis-statement has been made.

**DEPONENT**

Place: .....  
Date: .....

I, ..... Identified the deponent who has signed before me.

Name, Signed, Stamp with Name & Registration No

(BOTH INDEMNITY BOND AND AFFIDAVIT TO BE ATTESTED BY A NOTARY PUBLIC OR BY A FIRSTCLASS MAGISTRATE)

**To be printed on letter head of Banker**

**Signature Verification Letter**

TO WHOMSOEVER IT MAY CONCERN

This is to Certify that ..... (Name of the Person) ..... with the Registered Address at ..... (Address of the Person) ..... is maintaining a Bank Account ..... (A/c No.)..... with our Bank.....(Bank Name) at ..... (Branch Name)..... and operating that account in the normal course of its business / activities. Mr./Ms./Mrs..... is the account holder for the operation of the account. His / Her signature as appearing below is duly attested (as per the records available with the bank).

(Signature of the Account Holder)

(Signature of the Branch Manager)

Name: \_\_\_\_\_

Branch Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Employee Code: \_\_\_\_\_

Phone No: \_\_\_\_\_

Email:

Date: \_\_\_\_\_

**(Bank Seal)**