

## **DUPLICATE SHARE CERTIFICATE - FOR CORPORATES**

1. Execute **Indemnity (Form B) & Affidavit (Form A)** on a non-judicial stamp paper of the Value of Rs.100/- & Rs.20/- duly attested by Notary Public or Special Executive Magistrate respectively as per the proforma enclosed. Affidavit should be attested by notary with appropriate notarial stamps affixed together with the seal and the registration no of the notary.  
Stamp paper must be purchased only in the name of the executor i.e. registered shareholder.  
Any correction / modification on these documents need initials of the executors.  
All the particulars of the shares like folio no, certificate no. and distinctive numbers to be mentioned in the Indemnity and Affidavit.
2. Photo copy of the shareholder's **Pan Card** duly self-attested with date.
3. Shareholder's Proof of residence like Electricity Bill/Telephone Bill/Water Bill/Ration Card/Aadhaar card duly self-attested with date.
4. Cancelled **cheque**.
5. Request letter duly signed by Shareholder's for issue of duplicate share certificate/Letter of Confirmation, updation of KYC, Communicative address, Updation of Mobile no & Nomination details.
6. For updation of KYC, signature Details kindly fill the **Form ISR 1 & Form ISR 2** duly attested by Bank Manager with their official seal for verification of Signature (as per the format attached).
7. For Nomination details kindly fill the Form no **Form SH 13** with self-sign PAN and Aadhaar copy of Nominee OR fill **Form ISR 3** for opting out nomination
8. **Form ISR 4** along with CML Copy of Demat account as per SEBI Circular dated 25th Jan 2022 For Letter of Confirmation.
9. MOA & AOA copy duly attested
10. Authorised signatory list with id proof along with board resolution copy duly attested
11. Certificates of incorporation copy duly attested

We hope you will find the above in order and request you to revert at your convenience.

**Kindly send the above Physical documents (hard copy) to Bank RTA at below address:**

**KFin Technologies Limited**

**Unit: Bank of Baroda**

**Selenium Tower B, Plot Nos. 31 & 32 | Financial District**

**Nanakramguda |Serilingampally Mandal | Hyderabad - 500032 | India**