

## PROCEDURE FOR DUPLICATE SHARE CERTIFICATE.

As regard to issue of duplicate share certificate, comply with the following procedure for issue of Duplicate share certificate in lieu of original certificate(s) reported lost/misplaced.

1. Lodge a complaint with Police Station and submit a Copy of FIR in original (mentioning share certificate no(s), unit name, distinctive no(s) and no. of lost shares) having clear impression of rubber stamp of the concerned Police Station,(in case of copy thereof please note that it should be duly attested by first class magistrate or Notary) or acknowledged Police complaint. In case of complaint/FIR is in regional language, then a copy of the true translation of the same in English duly notarized by a Notary Public should be submitted along with the FIR.
2. Execute Indemnity & Affidavit 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.
3. Stamp paper must be purchased only in the name of the executor i.e registered shareholder.
4. Any correction / modification on these documents need initials of the executors.
5. All the particulars of the shares like folio no, certificate no. and distinctive numbers to be mentioned in the Indemnity and Affidavit.
6. Photo copy of the share holder's Pan Card duly attested by notary/ gazetted officer.
7. Share holder's Proof of residence like Electricity Bill/Telephone Bill/Water Bill/Ration Card duly attested by notary/gazetted officer.
8. Surety Form (as per the format enclosed) along with the copy of Pan Card and Income proof duly attested and surety must be signed by other than family member.
9. Request letter duly signed by share holder's for issue of duplicate share certificate

However, Shareholder is requested to do a diligent search to trace the share certificates at your end to avoid issue of duplicate share certificate(s) which is time consuming and expensive. Kindly send us the above documents only if the original Certificates are not traceable. While sending the documents please mention your telephone or mobile number/Email ID in your covering letter to enable us contact you for any further requirement.

Further, RTA shall mark the stop instruction in our records against the subject shares on receipt of FIR copy duly attested from you. This may please be sent on priority as the shares if received during the intervening period will be processed without any notice to the Shareholder.