

PROCEDURE AND DOCUMENTS REQUIRED FOR OBTAINING DUPLICATE SHARE CERTIFICATE BY REGISTERED SHAREHOLDER :

1. A duly signed letter requesting for issue of duplicate share certificate quoting Folio Number and details of the lost share certificates.
2. Original copy of acknowledged Police Complaint (General Diary) or FIR filed with the nearest Police Station bearing the seal of Police Authorities regarding loss of share certificates mentioning your Name, Address, Company Name, Folio No., No. of Shares, Share Certificate No(s)., Distinctive No(s). and Date of Lost/Misplaced.
3. Duly Notarised Affidavit and Indemnity Bond executed and signed by all the Shareholder(s) as per attached format.
4. Original paper cutting of newspaper notification in English Newspaper having wide circulation for loss of shares as per attached format.
5. Self-Certified copy of Shareholder(s) PAN Card and Voter-Id/Aadhaar Card.
6. Self certified copy of PAN Card and Voter-Id/Aadhaar Card of Witness of Indemnity who should not be a family member of the shareholder/s.