



ACCURATE SECURITIES & REGISTRY PRIVATE LIMITED

==== (Category I Registrar to Issue/ Share Transfer Agent) ====

Regd. Office: 203, Shangrila Arcade, Above Samsung Showroom

Nr. Shyamal Cross Road, Satellite, Ahmedabad – 380015

INSTRUCTIONS FOR DUPLICATE SHARE CERTIFICATE:

1. The request letter should be accompanied with FIR/ Acknowledged copy of complaint lodged with the local police station for the loss of share certificate(s). The complaint should include the name of the company, folio number and name of the holder(s).
2. The request letter should be accompanied with holder(s)' signature attestation on the Bank's Letterhead, if there is/are any mismatch in the signature(s).
3. If mandated by Articles of Association/ Rules, the holder(s) shall have to bear the proportionate cost of advertisement of public notice in 2(two) local newspapers for Issuance of duplicate share certificate. The company shall provide the copy of published advertisement.
4. If, space provided for the particulars of share certificate(s) is insufficient, please attach the separate sheet.
5. Strike-out the details, which are not applicable to you.
6. If anyone of the holder(s) is Body Corporate, Association of Persons, Body of Individuals, Non Resident Indian, etc, then the below mentioned format of the affidavit shall not be applicable.

CIN: U74900GJ2013PTC077829 | SEBI Regd. No. : INR000004173

T: +91-79-48000319 | **E:** info@accuratesecurities.com | **W:** www.accuratesecurities.com

Version 2.0

Accurate Securities & Registry Private Limited

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To,

The Manager - Compliance Department

Accurate Securities & Registry Private Limited

Regd. Office: 203, Shangrila Arcade, Above Samsung Showroom

Nr. Shyamal Cross Road, Satellite, Ahmedabad - 380015

NAME OF COMPANY

SUBJECT : ISSUE OF DUPLICATE SHARE CERTIFICATE

Dear Sir,

SR. NO.	NAME	CITIZEN	ADDRESS
1	NAME OF 1 ST HOLDER	INDIAN/ FOREIGN	ADDRESS OF 1 ST HOLDER
2	NAME OF 2 ND HOLDER	INDIAN/ FOREIGN	ADDRESS OF 2 ND HOLDER
3	NAME OF 3 RD HOLDER	INDIAN/ FOREIGN	ADDRESS OF 3 RD HOLDER

I/we aforementioned holder(s), am/are the registered holder(s) of Equity/ Preference Shares of Rs. _____ each issued by the _____ and bearing folio no. _____. The original share certificate(s) is/ are lost/ destroyed/ misplaced/ non traceable. The detail about such certificate(s) is/ are as follows:

SR. NO.	SHARE CERTIFICATE NO.	DISTINCTIVE NUMBER FROM	TO DISTINCTIVE NUMBER	NO. OF SHARES
1				
2				
3				
4				
5				

[attach separate sheet, for additional details]

Version 2.0

Accurate Securities & Registry Private Limited

I/we am/are submitting the duly executed following documents for the purpose of Issue of duplicate share certificate(s):

- Affidavit
- Indemnity Bond
- FIR/ Acknowledgement Copy of Police Complaint
- Signature Attestation from Bank
- Separate Sheet for Share Certificate(s)
- Other(s), if any _____

CONSENT & AUTHORIZATION:

I/we am/are giving an irrevocable consent to company for issue of advertisement in newspaper as per the legal requirements and also authorize the company/ share transfer agent to take necessary step(s) with regard to aforesaid request.

SR. NO.	NAME	SIGNATURE
1	NAME OF 1 ST HOLDER	SIGNATURE OF 1 ST HOLDER
2	NAME OF 2 ND HOLDER	SIGNATURE OF 2 ND HOLDER
3	NAME OF 3 RD HOLDER	SIGNATURE OF 3 RD HOLDER

Date :

Place :

