

## **Procedure to obtain Duplicate Share Certificate**

1. Information to be sent to the Company/Registrar about loss of share certificates quoting your folio number and details of the lost share certificates, if available.
2. Simultaneously, a complaint has to be lodged with the police regarding loss of share certificates and furnish the below documents to the company to obtain the duplicate share certificate:
  - a) Acknowledgment copy of the police complaint.
  - b) Duly signed Indemnity Bond\* for issue of duplicate share certificate executed on Non-Judicial Stamp Paper of Rs.100/- witnessed by at least one person.
  - c) An Affidavit\* executed on Non-Judicial Stamp Paper of Rs.10/- duly verified in the presence of First Class Executive Magistrate or a Notary Public.
3. Demand Draft in favour of the company towards the cost of news paper publication of the notice/advertisement containing the details of the lost share certificates.
4. On receipt of the required documents, the duplicate share certificate will be issued to the shareholder(s) after releasing a public notice in the newspaper, provided nobody objects to the same within the time stipulated in the public notice.

\* Idemnity Bond and Affidavit should be as per the Company's format