

Name of the Legal Heir(s)	Address and contact details	Age	Relationship with the deceased
1)			
2)			
3)			

(v) I / we hereby declare that, I / we do not desire to make any claim in respect of the title to the aforesaid securities held by the deceased and I / we hereby wilfully relinquish & renounce all my /our rights in respect of the aforesaid securities and shall have no legal claim upon said securities in future.

(vi) Accordingly, I / we declare that I / we have NO OBJECTION WHATSOEVER in _____ (Name of the Company) transmitting the aforesaid securities in favour of the Claimant(s) Mr. / Ms. _____.

(vii) I / we hereby state that whatever is stated herein above are true to the best of my/our knowledge and nothing has been concealed therein.

Name(s) and Signature(s) of Legal Heir(s) who are Non – Claimant(s):

1) _____
2) _____
3) _____

VERIFICATION

We hereby solemnly affirm and state that what is stated herein above is true to our knowledge and nothing has been concealed therein and that we are competent to contract and entitled to rights and benefits of the above mentioned securities.

Solemnly affirmed at _____

Deponent(s) (1) _____ (2) _____ (3) _____

Annexure-20

Operational Guidelines for processing investor's service request for the purpose of issuance of duplicate securities.

The operational guidelines for processing of investor service requests for the purpose of issuance of duplicate securities are as under:

a. The RTA/Issuer Companies shall use the format for:

1. Form A- Affidavit made on non-judicial stamp paper, for issuance of duplicate securities ([pdf](#))
2. Form B - Indemnity Bond made on appropriate non-judicial stamp paper of appropriate value ([pdf](#))
3. Form C – Format of Letter of Confirmation ([pdf](#))
4. Investor Service Request Form – 4 (ISR 4) ([pdf](#))

b. After verifying and processing the documents submitted for issuance of duplicate securities, the RTA / Issuer Companies shall intimate the claimant(s) about its execution as may be applicable, within 30 days of the receipt of such request, by way of issuing a Letter of Confirmation (Form C).

c. For issuance of duplicate securities, the RTA shall retain the physical securities (if available, e.g. in case of torn/decrepit/mutilated etc.) as per the existing procedure and deface the certificate with a stamp “Letter of Confirmation Issued” on the face / reverse of the certificate, subsequent to processing of service request. In case of loss of certificate, the RTA shall directly issue LOC and there is no requirement to print duplicate security certificate.

d. The Letter of Confirmation shall, inter-alia, contain details of folio and demat account number (if available) of the claimant(s).