

## **Procedure for issue of duplicate share certificate:**

Shareholder(s) is/are required to submit the following documents for issue of duplicate share certificate(s):

1. Application Form duly signed by all the holders as per the specimen signatures recorded with RTA
2. Certified copy of FIR / Police Complaint towards loss/misplacement of shares
3. Indemnity Bond executed on a non judicial stamp paper of Rs.500/- duly notarised.
4. Affidavit executed on a non judicial stamp paper of Rs.100/- duly notarised.
5. Self attested copies of PAN card(s) of all holders and address proof of the first holder
6. Original Cancelled cheque of the 1<sup>st</sup> holder whose name is printed on the cheque
7. Newspaper Advertisement in one National language where the Registered Office of the company is situated [wherever applicable].

On receipt of the duly completed and executed documents as above and if found in order in all respects, the RTA will proceed towards issuance of duplicate share certificate(s), after completion of procedural formalities which include intimation to Stock Exchanges, notice period for release of public notice and necessary approvals from the Board, as applicable.

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