

Intimation of loss of Share Certificate/s

Date :

From,
Name :

Address :

Tel. No. :

E-mail :

To,
Share Transfer Agent
Unit : Company Name
Address:

Dear Sirs,

Ref: Folio No. :

I/We am/are shareholder(s) of the Company holding _____ equity shares of Rs. XX each under captioned folio no.

I/ We have lost the above mentioned share certificates and request you to mark a stop transfer in your record as a precautionary measure.

I/We are in the process of completing other actions such as releasing advertisement, obtaining an FIR from Police Station, etc. relating to issue of duplicate share certificate and will revert to your office with the complete document shortly.

Thanking you,

Yours faithfully,

Signature of the Shareholder(s)
Encl.: As Above

1st Jointholder

2nd Jointholder

AFFIDAVIT

(To be executed on a non-judicial stamp paper of Rs. 100/-, duly notarized)

I/We

_____ solemnly affirm and

say that what is stated herein below are true to my/our knowledge:-

1	Name of the Company	Company Name			
2	Full Name and Address of the Shareholder(s). In case of joint holding, address of the first named shareholder.				
3	Details of the shares held by the Shareholder(s)	Folio No./ DP ID & Client ID	Certificate No.	Distinctive Nos.	No. of shares
4	When were the share certificate(s) lost or found to be missing.				
5	Full Statement of the circumstances regarding loss of the share certificate(s)				
6	Were any signed Transfer deeds lost with the missing share certificate(s)? If so, give full particulars.				
7	Were the shares sold mortgaged, pledged or otherwise disposed of either by the shareholder, applicant or by any other person? If so give full particulars.				
8	Was a diligent search made for the missing certificate(s)?				

Please submit the following documents:

- a. Indemnity Bond on a non-judicial stamp paper of Rs. 200/-, duly notarized.
- b. Affidavit on a non-judicial stamp paper of Rs. 100/-, duly notarized.
- c. Copy of notice released in the Mumbai edition of 'Economic Times.
- d. Copy of the Electricity Bill/MTNL/BSNL Bill/Ration Card/Driving License/ Passport in support of the residential proof.
- e. Attested Copy of the PAN Card/Driving License/Passport/ EC Card in support of the identification proof
- f. FIR lodged with the Police Station.
- g. Any other (specify)

Solemnly affirmed at _____ on this day of _____ ,

Signature of the applicant(s)

NOTARY

Note: - The delivery to the Company of this form duly filled in, shall not in any way affect the Company's right to refuse the application altogether or to insist on the fulfillment of conditions in addition to those stated above before granting the application.

INDEMNITY BOND

(To be executed on a non-judicial stamp paper of Rs. 200/-, duly notarized)

The Company Secretary
Company Name Address:

WHEREAS

(1)

is / are registered in the Register of Members and other books of the Company as the holder of _____ Shares of the Company under folio no. _____ bearing certificate nos. _____ and distinctive nos. _____.

(2) It has been stated to the Company that the Certificate(s) of the said shares has/have been lost or mislaid and the same cannot be found after due diligent and search.

(3)

has/ have applied to the Company for the issue of duplicate Share Certificate(s). In consideration of the Company issuing such duplicate Share Certificate(s) I/we

for myself/ourselves, my/our respective heirs, executors and administrators do hereby jointly and severally covenant with the Company its successors and assigns that I/we and my/our heirs, executors and administrators respectively will at all times and from time to time save, defend and keep harmless and indemnified the Company, its successors and assigns and the Directors thereof and their respective heirs, executors, and administrators and their and each of their estates and effects from and against all actions, causes, suits, proceedings, accounts, claims and demands whatsoever on account of the said shares or any of them or the loss or non – production of the Certificates thereof on the part of any person or persons whomsoever and against all damages, costs, charges, and expenses and sums of money incurred in respect thereof or otherwise in relation to the premises and I/we the said _____

undertake on demand by the Company to return and re-deliver such duplicate Share Certificate (s) and without such demand to procure and return to the Company the Original Certificate(s) when found or traced and to take all actions, suits and proceedings at our own cost as the Company shall require for the recovery thereof or otherwise in relation to the premises.

Dated this _____ day of _____, _____.

Name, Address and Signature of the
Shareholder(s)

Form to be signed by the Surety
(Private and Confidential)

1	Name of the Company to which the Surety stands	Company Name
2	Full Name and Address of the Surety	
3	Age	
4	If employed, state: a. Name and address of the Employer. b. Total salary for the year.*	
5	If self-occupied/business, state: a. Name and address of the place where the business is carried on. b. Nature of the business. c. Annual Income/Turnover* d. Annual profit*	
6	Details of immovable properties@ owned within the municipal limits: a. Situation b. Value c. Annual rent received (Please specify whether the immovable property consists of house or mere land)	

Date :

Place :

Name, Address and Signature of the Surety

* Please attach copy of salary slip/ Income Tax return.

@ Please note that Surety should own property absolutely in his/her own name and not as a member of a joint and undivided Hindu family, or own business absolutely in his own name and not as a partner of the firm.

Security Bond by a Surety

(To be stamped in accordance with the Bombay Stamp Act, 1958)

WHEREAS _____ has/ have applied to the Company for the issue of duplicate Share Certificate(s) in lieu of the original share certificate bearing nos. _____ and distinctive nos. _____ under folio no. _____

BY THIS BOND Shri _____ r/o hereinafter referred to as the `Surety' acknowledges himself to be bound to Company Name hereinafter referred to as the `Company' to an amount equivalent to the value of equity shares of the Company as prevailing at the time of invoking this security bond.

NOW THIS DEED WITNESSETH-

In consideration of the Company issuing such duplicate Share Certificate(s), the Surety and his respective heirs, executors and administrators do hereby covenant with the Company, its successors and assigns that Surety and his/her heirs, executors and administrators respectively will at all times and from time to time save, defend and keep harmless and indemnified the Company, its successors and assigns and the Directors thereof and their respective heirs, executors, and administrators and each of their estates and effects from and against all actions, causes, suits, proceedings, accounts, claims and demands whatsoever on account of the said shares or any of them or the loss or non – production of the Certificates thereof on the part of any person or persons whomsoever and against all damages, costs, charges, and expenses and sums of money incurred in respect thereof or otherwise in relation to the premises.

And the condition of the Bond is that it will be void if the _____ (shareholder) pays the said amount to the Company within the time stipulated by the Company and failing which this Bond will remain in full force and effect.

Signed and delivered by the _____)
within named Surety _____)
_____)
in the presence of _____)

NOTICE

NOTICE is hereby given that the certificate(s) for equity shares of Company Name under folio no. _____ for _____ shares bearing certificate nos. _____ and distinctive nos. _____ standing in the name(s) of _____ has/have been lost or mislaid and undersigned has/have applied to the Company to issue duplicate share certificate(s) for the said shares. Any person who has a claim in respect of the said shares should lodge such claim with the Company at its Registered Office at Address within 15 days from the date of this advertisement; else the Company will proceed to issue Duplicate share certificates.

Date :

Place:

Name and Signature of the Shareholder(s)

