

**For the kind attention of holders of shares in physical form**

**Norms and forms for duplicate share certificates, transmission, transposition, etc.**

SEBI through SEBI (LODR) Amendment Regulations, 2022 dated 24<sup>th</sup> January 2022 read with Circular SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated January 25, 2022 has stipulated that listed companies shall henceforth issue the securities in dematerialized form only.

Accordingly in the case of requests for the following the application shall be in the prescribed Form ISR-4:

- a. Issue of duplicate securities certificate;
- b. Claim from Unclaimed Suspense Account;
- c. Renewal / Exchange of securities certificate;
- d. Endorsement;
- e. Sub-division / Splitting of securities certificate;
- f. Consolidation of securities certificates/folios;
- g. Transmission;
- h. Transposition;

In case the shareholder does not have a demat account, the RTA will issue an Entitlement Letter in the prescribed form. The shareholder shall, based on the letter get the shares credited to his/her demat account within 120 days thereof. If the dematerialization has not been done within the specified period, the shares would be transferred to Unclaimed Suspense Account/ Suspense Escrow Demat Account of the Company.

**The above changes are effective from 25<sup>th</sup> January 2022.**

The relevant Form ISR-4 is appended which may be downloaded and used for the connected purposes. For any clarification, please get in touch with our RTA:

**MUFG Intime India Private Limited**  
**(Formerly Linkintime India Private Limited)**  
C-101, Embassy 247, LBS. Marg, Vikhroli (West),  
MUMBAI – 400083.

**Toll-free number:** 1800 1020 878

**Email:** [investor.helpdesk@in.mpms.mufg.com](mailto:investor.helpdesk@in.mpms.mufg.com)

**Website:** [in.mpms.mufg.com](http://in.mpms.mufg.com)



Name of the Issuer Company	
Folio Number	
Name(s) of the security holder(s) as per the certificate(s)	1. 2. 3.
Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

\*\* Wherever applicable / whichever details are available

**D. Document / details required for specific service request:**

- I.  Duplicate securities certificate
- II.  Claim from Unclaimed Suspense Account

Securities claimed	(in numbers) (in words)
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- III.  Replacement / Renewal / Exchange of securities certificate  
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- IV.  Endorsement
- V.  Sub-division / Splitting of securities certificate
- VI.  Consolidation of securities certificate/Folios
- VII.  Transmission
- VIII.  Transposition
- IX.  Claim from Suspense Escrow Demat Account

Securities claimed	(in numbers) (in words)
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*Provide / attach original securities certificate(s) for request for item numbers III to VIII above.*

**Declaration:** All the above facts stated are true and correct to best of my / our knowledge and belief.

	Security Holder 1 / Claimant	Security Holder 2	Security Holder 3
Signature	✓	✓	✓

Name	✓	✓	✓
Full address	✓		
PIN	✓ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

After processing the service request, the RTA/listed company shall issue the securities to the security holder/claimant only in demat mode, directly in the demat account of the security holder/claimant, within 30 days of receipt of service request.