

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)

- 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)

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	✓ □□□□□□	□□□□□□	□□□□□□
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Notes:

As per the [SEBI -Master Circular HO/38/13/\(4\)2026-MIRSD-POD/I/4298/2026 dated February 06,2026](#), the RTA's shall Issue Letter of Confirmation only upto 01-04-2026.

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.

Effective 02-04-2026: RTA shall "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."

Annexure A.

(SEBI/HO/38/13/(4)2026-MIRSD-POD//4298/2026 dated February 06,2026)

Format for Affidavit -cum- Indemnity

**FORM -A
[For Issuance of duplicate securities]**

Note: This affidavit is to be executed in the presence of a Public Notary (in cases where the value of securities exceeds Rs. Ten Thousand)

[To be submitted in non – judicial stamp paper of appropriate value as prescribed by the Stamp Act of the state where the claimant resides (in cases where the value of securities exceeds Rs. Ten Thousand)].

I/We, _____

Son / daughter/spouse of _____ residing at

_____ having Permanent Account No (s) _____; _____; _____ do hereby solemnly affirm and state on oath as follows.

1. That I/We, _____ (“all the shareholders”) hold the following (number of) securities under below mentioned folio(s), pertain to understated company in my/ our name as single holder / joint holder:

#	Company Name	Folio No/s	Number and Face Value of Securities held	Security- Certificate No.	Distinctive Nos.	
					From	To
1.						
2.						
3.						
4.						

2. I / We _____ swear / solemnly declare that the above securities were acquired by me / us for valuable consideration out of my / our own investment / funds against allotment in public issue / allotment in Right Issue or acquired from the market / through inheritance in the years(s).

3. I/We _____
further swear / solemnly declare that I/ we am/are applying for issue of duplicate certificate(s) to me/us on the ground that the original security(ies) certificate(s) has/have been misplaced / not found by me/us, despite a diligent search made by me/us in this behalf.

4. I/We _____
further swear /solemnly declare that the said securities are not sold or pledged or deposited by way of security to any person/company.

5. I/We _____
hereby further swear / solemnly declare that if, after the duplicate share certificate(s) is / are issued to us as aforesaid, the original security(ies) certificate(s) is / are at any time subsequently, found, recovered or traced by us or by anyone on our behalf, then, we unconditionally undertake not to deal with the said original share certificate(s) in any manner whatsoever (whether by physical transfer or dematerialization or as security or pledge) and further unconditionally undertake to promptly surrender the original share certificate(s) to the RTA / Company, for cancellation.

6. I/We _____ am/are
making the above solemn declaration on oath with full knowledge of the fact that in the event the original security(ies) certificate(s) issued is /are found, recovered and traced by me/us and instead of surrendering the same is / are dealt with by me/us as aforesaid, the Company will be at liberty to adopt civil and / or criminal proceedings against me/us for my/our failure to promptly surrender the original security(ies) certificate(s), for cancellation and for breach of my/our solemn declaration and undertaking not to deal with the original security(ies) certificate(s) in any manner whatsoever as aforesaid at my/our entire risk as to cost and consequences.

7. I/We hereby jointly and severally agree and undertake to indemnify and keep indemnified, saved, defended, harmless, the aforesaid (Name of the Company/RTA) and its successors and assigns for all time hereafter against all losses, costs, claims, actions, demands, risks, charges, expenses, damages, etc., whatsoever which you may suffer and/or incur by reason of your, at my/our request, issuing the said Duplicate Securities as herein above mentioned, to the undersigned.

Signature of all deponents: X _____

X _____

X _____

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.

IN WITNESS WHEREOF the said;

Name/s of the Witness #

Signature of the Witness

(1) Mr./Ms. _____ X _____

(2) Mr/Ms. _____ X _____

(3) Mr/Ms. _____ X _____

The above Name and signature of the witness#, have hereunto set their respective hands and seals this day of _____

Signature of All Holder(s)/Applicant(s) -(1) _____

(2) _____

(3) _____

_____ Address of First Holder

Pin Code: _____

For Office Use Only
Signature checked by:

Signed before me

Place: _____

Date : _____

X _____
Signature and Official Seal of Notary & Regn. No.