

**PROCEDURES & INSTRUCTIONS TO SHARE HOLDERS**  
***(To prepare documentation for issue Duplicate Share Certificates)***

*[Under Securities and Exchange Board of India (SEBI)(Listing Obligations and Disclosure Requirements) Regulations, 2015 dated 2<sup>nd</sup> September, 2015 vide Ref. No. SEBI/LAD-NRO/GN/2015-16/013.]*

1. Request letter, as per enclosed format, duly signed by Authorized Signatory to be sent to Karvy requesting issue of duplicate share certificate.
2. A copy of FIR mentioning Lost/Misplaced Share Certificate Number, Folio Number, Number of Shares, Distinctive Numbers, Date of Loss of Share Certificate & company details duly acknowledged by your local police station with their official round seal.
3. Declaration of Loss of Share Certificate duly filled by Authorized Signatory as per enclosed format.
4. Indemnity Bond & Affidavit, as per enclosed format, to be executed on Rs.100/- & Rs.20/- respectively on Non Judicial Stamp Paper for Issue Duplicate Share Certificate as per enclosed format duly attested by Notary.
5. Photocopies of PAN card & Address Proofs of BOTH the sureties & witnesses alongwith both the sureties Income Proof (Pay Slip/Form-16/IT-Return).  
*(Both the Witnesses and Sureties should be different and not related with the applicant)*
6. Photocopy of PAN card, Certificate of Incorporation (CIC) & MOA and AOA of the COMPANY duly attested by authorized signatory alongwith authorized signatory PAN card with latest/present Address proof duly attested.
7. Board Resolution with all the Directors signatures attestation duly authenticated by CMD/CS.
8. Demand Draft of Rs.500/- in favour of SRF LIMITED payable at DELHI towards paper advertisement charges in news paper.

**Note:**

Kindly also note that the documents which needs to be notarized should consists the notary stamp and seal of the notary, date of the notarizing the document and the registration serial number of the notary.

**Request Letter for Issue Duplicate Certificate**  
(To be filled by all the registered Share Holders)

Date:

To,

KARVY COMPUTERSHARE PRIVATE LIMITED  
UNIT: SRF LIMITED (SRF)  
Karvy Selenium Tower-B, 6<sup>th</sup> Floor,  
Plot No.31 & 32, Gachibowli, Financial District,  
Hyderabad – 500 032 (Telangana State)  
Phone: 040-6716 1585 / Fax: 040-6716 1680  
E-Mail: [einward.ris@karvy.com](mailto:einward.ris@karvy.com)

Dear Sir,

**Sub.: Request to Issue Duplicate Share Certificate for        Shares.****Ref.: KCPL/RIS/SRF/    /        Dated:**

Pursuant to the captioned subject matter, we do like to inform you that we have lost/misplaced/stolen the below mentioned shares of M/s. SRF Limited:

Sl. No.	Folio No.	Name of the Holder/Claimant	Share Certificate No.	Number of Shares	Distinctive Nos.	
					From	To
1.						
2.						
3.						

We request you to issue the duplicate share certificate in our favour and to take the necessary actions in this regards from your end.

We are hereby enclosing the required documents for issuing the duplicate share certificate.

Yours sincerely,

\_\_\_\_\_  
**Sole/First Share Holder (Name & Signature):**  
**Contact No. & Email-ID:**

\_\_\_\_\_  
**Joint-1 (2<sup>nd</sup> Holder) Name & Signature:**

\_\_\_\_\_  
**Joint-2 (3<sup>rd</sup> Holder) Name & Signature:**

### DECLARATION OF LOSS OF SHARE CERTIFICATE

Form to be filled in by a person or persons applying for duplicate certificate(s) in respect of shares for which original certificate(s) is/are lost.

1	Full name and address of the shareholder	
2	Number of shares held by the Shareholder	
3	Distinctive numbers of the shares in respect of which certificate(s) is/are lost	
4	When were the share certificates lost or found to be missing?	
5	Full statement of the circumstance of loss of the share certificate(s)	
6	Were any signed transfer form attached to 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 diligent search made for the Missing certificate(s)?	

\_\_\_\_\_  
**Sole/First Share Holder (Name & Signature):**

\_\_\_\_\_  
**Joint-1 (2<sup>nd</sup> Holder) Name & Signature:**

\_\_\_\_\_  
**Joint-2 (3<sup>rd</sup> Holder) Name & Signature:**

**AFFIDAVIT FOR DUPLICATE SHARE CERTIFICATE**

**(Rs. 20/- Non Judicial Stamp paper)**

I/We \_\_\_\_\_ son of \_\_\_\_\_ aged \_\_ years and \_\_\_\_\_ s/o \_\_\_\_\_ aged \_\_ years, residing at \_\_\_\_\_ solemnly affirm and declare as follows:

1. That I/ We am/are shareholder(s) of \_\_\_\_\_ and hold shares of the face value of Rs.\_\_\_\_/- each, as per the details below :

Sl. No.	Folio No.	Share Certificate Nos.	Number of Shares	Distinctive Nos.	
				From	To
1.					
2.					
3.					

2. That the said share certificate(s) covering the aforesaid shares has / have been lost/misplaced / not received and it is / they are not in my / our possession.
3. That I/we have not transferred the said shares or any of them in favour of any other person and I/we have not executed an instrument of transfer for the said shares in favour of any person.
4. That I/we have filed a request to the company/RTA, for issue of duplicate share certificate for the said shares.

\_\_\_\_\_  
**Sole/First Share Holder (Name & Signature):**

\_\_\_\_\_  
**Joint-1 (2<sup>nd</sup> Holder) Name & Signature:**

\_\_\_\_\_  
**Joint-2 (3<sup>rd</sup> Holder) Name & Signature:**

**Verification**

I/We solemnly affirm that the statements contained in the above paragraphs are true to the best of my/our knowledge, information and belief and that nothing material has been concealed from being disclosed.

Solemnly declared and affirmed on identification at \_\_\_\_\_ this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
**Sole/First Share Holder (Name & Signature):**

\_\_\_\_\_  
**Joint-1 (2<sup>nd</sup> Holder) Name & Signature:**

\_\_\_\_\_  
**Joint-2 (3<sup>rd</sup> Holder) Name & Signature:**

**INDEMNITY BOND FOR ISSUE OF DUPLICATE SHARE CERTIFICATE(S)**  
**(Rs. 100/- Non Judicial Stamp paper)**

I/We \_\_\_\_\_ son of \_\_\_\_\_ aged \_\_\_ years and \_\_\_\_\_ s/o \_\_\_\_\_ aged \_\_\_ years, residing at \_\_\_\_\_ hold inter alia \_\_\_\_\_ Equity Shares of the face value of Rs. \_\_\_/- each in the \_\_\_\_\_ as per the details below :

Sl. No.	Folio No.	Share Certificate Nos.	Number of Shares	Distinctive Nos.	
				From	To
1.					
2.					
3.					

The Share Certificate(s) in respect of the said shares has/have been lost/misplaced/not received and it is/they are not in my/our possession. The shares in respect of the said certificate(s) were not accompanied by any blank transfer deed signed by me/us and that I/We have not, nor has any person by my/our order in any manner disposed off, parted with or pledged the said certificate(s) or assigned my/our interest therein or any part thereof to any person. I/We am/are the sole and absolute owner(s) of the shares covered by the said share certificate(s) or cause the same to be surrendered to the Company, if and when the same is/are found.

I/We therefore, request the \_\_\_\_\_, to issue duplicate(s) of the said share certificate(s).

In consideration of the company so doing, I/We do hereby Indemnify the Company and bind myself/ ourselves, my/our heirs, executors and administrators to pay all claims, charges, costs, damages, demands, expenses, and losses and the increase in the price of share if any at the time of such indemnification, which the said Company may sustain, incur or be liable for in consequence of having issued duplicate share certificate(s) at my/our above said request. The company can realise the said claims, charges, costs, damages, demands, expenses and losses from me/us personally or my/our heirs, executors or administrators or my/our properties as the case may be.

In witness whereof I/We signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at Place \_\_\_\_\_.

\_\_\_\_\_  
**Sole/First Share Holder (Name & Signature):**      **Joint-1 (2<sup>nd</sup> Holder) Name & Signature:**      **Joint-2 (3<sup>rd</sup> Holder) Name & Signature:**

I/We, the undersigned, certify that the above facts are true and bind ourselves to make good all claims, charges, costs, damages, demands, expenses, loss and the increase in the price of share if any at the time of such indemnification, which the said Company may sustain, incur or be liable for in consequence of complying with the request contained above and the Company will be entitled to realise all claims, charges, costs, damages, demands, expenses and losses from our persons or our heirs of properties, as the case may be.

**SURITIES & WITNESSES:**

**Surety 1:**

Name in Block Letters:

Full Address:

Signature:

**Witness 1:**

Name in Block Letters:

Full Address:

Signature:

**Surety 2:**

Name in Block Letters:

Full Address:

Signature:

**Witness 2:**

Name in Block Letters:

Full Address:

Signature:

**PRIVATE & CONFIDENTIAL**

**FORM TO BE SIGNED BY THE SURETY – 1 PROPOSED FOR THE INDEMNITY BOND**

1	Name in full:	
2	Permanent Residential address:	
3	Age :	
4	If Employed:	
	(a) Name & address of the Organisation in which the Surety is employed.	
	(b) Total salary and other emoluments received during the year.	

Date:

\_\_\_\_\_  
Signature of Surety 1

Witnessed by

Full Name and Address of Bank Manager/Employer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PIN \_\_\_\_\_

\_\_\_\_\_  
(Bank Manager's/Employer's Seal & Signature)

**PRIVATE & CONFIDENTIAL**

**FORM TO BE SIGNED BY THE SURETY – 2 PROPOSED FOR THE INDEMNITY BOND**

1	Name in full:	
2	Permanent Residential address:	
3	Age :	
4	If Employed:	
	(c) Name & address of the Organisation in which the Surety is employed.	
	(d) Total salary and other emoluments received during the year.	

Date:

\_\_\_\_\_  
Signature of Surety 2

Witnessed by

Full Name and Address of Bank Manager/Employer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PIN \_\_\_\_\_

\_\_\_\_\_  
(Bank Manager's/Employer's Seal & Signature)

**TO WHOMSOEVER IT MAY CONCERN**

**Date:**

**Unit: SRF LIMITED**

Sub.: Attestation Specimen Signature(s) as per Bank Records.

Ref.: Folio No. \_\_\_\_\_

I / We request you to record my/our latest/present signature(s) for all future references.

<b>Name(s) of the Share Holder(s)</b>	<b>Specimen Signature(s) of the Share Holder(s)</b>
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1. _____	_____
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2. _____	_____
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3. _____	_____
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1. 1<sup>st</sup> Share Holder Bank Account No. \_\_\_\_\_

2. 2<sup>nd</sup> Share Holder Bank Account No. \_\_\_\_\_

3. 3<sup>rd</sup> Share Holder Bank Account No. \_\_\_\_\_

**Attested by (for Bank Officials use):**

I hereby attest the above signature(s).

Bank Manager Signature \_\_\_\_\_

Bank Manager Name \_\_\_\_\_

Bank Manager Employee Code No. \_\_\_\_\_

Bank Address with Contact & Email details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



(Official Seal/ Rubber Stamp of the Bank)

**Note:**

✓ *The Attestation Specimen Signature(s) should be verified in the presence of Bank Manger.*