

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 2nd September, 2015 vide Ref. No. SEBI/LAD-NRO/GN/2015-16/013, SEBI Circular dated May 25, 2022 vide Ref No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/70 and SEBI Circular dated December 24, 2025 vide Ref No. HO/38/13/11(3)2025

UNIT: SRF LIMITED
(Formerly Known as Shri Ram Fibres Limited)

1. **Form ISR-4 - Request letter for issue of duplicate share certificate**
 2. **Form ISR-1, ISR-2, ISR-3 (Do not wish to Nominate) or Form SH-13 (Nominee Registration) (any one of Form ISR-3 or SH-13) alongwith self-attested copy of PAN card & address proof and cancelled cheque, Client Master List duly stamped by Depository participant & in case of Form SH-13 , self-attested copy of PAN & Address proof of Nominee.**
 3. Affidavit-cum-Indemnity bond as per attached Annexure-A, on a non-judicial stamp paper of appropriate value as prescribed by the Stamp Act of the state where the claimant resides and self- attested Photocopies of PAN cards & Address Proofs of both the witnesses to Indemnity Bond. *
- The value of the non-judicial stamp paper shall be higher of the amount as prescribed for an affidavit and an indemnity individually. (In general, you may use Rs. 500 Stamp Paper for Affidavit cum Indemnity)
4. **If the market value of securities as on the date of submission of application is above Rs. 10 lakhs, please also provide** a copy of FIR including e-FIR/Police complaint/Court injunction order/copy of plaint (where the suit filed has been accepted by the Court and Suit No. has been given), necessarily having details of the securities, folio number, distinctive number range and certificate numbers.

Note:

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

*If the market value as on date of application is below Rs. 10,000 (Ten thousand), then the claimant, shall submit Affidavit cum Indemnity Bond, Annexure-A on a plain paper."

AFFIDAVIT-CUM-INDEMNITY
[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 Folio no. _____ in (name of the company) in my/ our name as single holder / joint holder:

Company Name	Folio Number	Number and face value of securities held	Security Certificate No.	Distinctive Nos.	
				From	To
1)					
2)					
3)					

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 year(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 severely 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

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

1) Mr. /Ms. _____ (Name and signature of the witness) _____

And

2) Mr. /Ms. _____ Name and signature of the witness

#, have hereunto set their respective hands and seals this day of

Address of First holder / Applicant :

_____ Pinc

ode

Signature of All holder(s) / Applicant(s) :

FOR OFFICE USE ONLY

Signature checked by :

Signed before me at: _____

on: Signed before me

Place: _____ Date : ____

--X-----

Signature of Notary with Official Seal of Notary & Regn. No.