

Please find below the procedure to be followed and documents to be furnished for issuance of duplicate share certificates.

1. Submit copy of FIR/ Acknowledged copy of police complaint lodged with the local police station for the loss/misplacement of share certificate(s). [Mention all the required details in the FIR such as name of the Company, Folio No., Registered shareholders name, share certificate numbers along with distinctive numbers and no of shares]. **(Not applicable if the market value of shares is less than Rs. 500000/-)**
2. Self-attested Shareholder(s) PAN card.
3. Self-attested copy of Proof of residence like Aadhar Card/Passport/Utility Bill of Shareholder(s).(Not older than 3 months)
4. An affidavit (Form A) duly executed by all the registered shareholder(s) on non-judicial stamp paper of Rs. 100/- as per draft enclosed duly notarized by notary public under his seal & notarial stamp.
5. An Indemnity Bond (Form B) on Stamp paper of **Rs 200/-** (for companies having registered address outside Maharashtra) or **Rs. 500/-** (for companies having registered office in Maharashtra) duly executed by all the registered shareholder(s) duly notarized by notary public under his seal & notarial stamp.
6. Self-attested copy of Proof of Identification(PAN card) and proof of address (aadhar card/passport/utility bill) for both the witnesses to Indemnity Bond.
7. Demand draft of Rs 1500/- toward cost of publication of notice of loss of share certificate(s) in newspaper drawn in favour of “ _____ ” Payable at ____.

OR

Advertisement in the leading newspaper containing all the details of holding such as name of the company, certificate no, distinctive no, no of shares and name of shareholder.

(Not applicable if the market value of shares is less than Rs. 500000/-)

(Kindly confirm the mode of advertisement with company/RTA if applicable)

8. To furnish us duly filled & signed Questionnaire form.
 9. Duly filled and signed ISR 4 form to enable us to issue letter of Confirmation.
 10. Name deletion form as per the format.
- Kindly update KYC details with the RTA by submitting KYC forms (ISR1, SH-13/ISR3 and ISR 2 form along with original cancelled cheque.

Please feel free to contact us for any clarification/assistance.