

Key documentation for Issue of Duplicate Share Certificate

Ref: Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/70 dated May 25, 2022
relating to Issuance of Duplicate Securities

Where the value of securities* does not exceed Rs.5 lakhs:

1. Submission of [Affidavit](#) and [Indemnity Bond](#) in prescribed format
2. Investor Service Request Form – 4 ([ISR-4](#))

Where the value of securities* exceed Rs.5 lakhs :

1. Submission of 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) containing details of the securities, folio number, distinctive number range and certificate numbers**.
2. Issuance of advertisement regarding loss of securities in a widely circulated newspaper. (Inquire with RTA / Issuer before submission of documents regarding issuance of advertisement)
3. Submission of [Affidavit](#) and [Indemnity bond](#) in prescribed format.
4. Investor Service Request Form – 4 ([ISR-4](#))

***For value of securities** - The applicant shall quantify the value of the securities on the basis of the closing price of such securities at any one of the recognized stock exchanges a day prior to the date of such submission in the application.

****An overseas securities holder**, in lieu of submission of FIR, shall be permitted to provide self-declaration of the security certificates lost / misplaced / stolen which shall be duly notarized / apostilled / attested by the Indian Consulate / Embassy in their country of residence, along with self-attested copies of valid passport and overseas address proof.

If, KYC details were not provided to us earlier, you are requested to send duly filled in Form ISR-1, ISR-2, ISR-3 (or) SH-13 along with Self Attested proofs with date of attestation, in support of your Application for Duplicate share certificate. These forms can be downloaded from <https://www.integratedindia.in/Corporate Container.aspx> and by clicking on “RTA/STA”.

WHEREVER SELF ATTESTATION IS REQUIRED, IT SHOULD BE DONE WITH DATE OF ATTESTATION