

## **Procedure for issue of duplicate share certificate:**

Shareholder(s) is/are required to submit the following documents for issue of duplicate share certificate(s):

1. Questionnaire Form
2. Indemnity Bond
3. Surety Form
4. Affidavit
5. Newspaper Advertisement in one National language & one regional Language where the Registered Office of the company is situated (If the current market value of shares is above Rs.10000).
6. Certified copy of FIR / Police Complaint towards loss/misplacement of shares.
7. Self attested copies of PAN card(s) and Aadhar Card(s) of all the shareholders along with address proof of the 1st shareholder.

Upon receipt of the duly completed and executed documents and the same found to be in order in all respects, the RTA will proceed towards issuance of duplicate share certificate(s), after completion of procedural formalities which includes notice period for release of public notice and necessary approvals, as applicable.

**Refer download forms for formats**