

Issue of Duplicate securities

SEBI has simplified the procedure and have standardized the formats for Issuance of Duplicate securities vide its circular no. HO/38/13/11(3)2025-MIRSD-POD/I/1102/2025 dated 24/12/2025.

All the Forms to this SEBI circular are available under Downloads.

- A. If the value of securities up to **Rs.10 Lakhs** as on the date of submission of application.
1. Submit an **Affidavit-cum-Indemnity bond, Form A (Annexure-A)**, on a non-judicial stamp paper of appropriate value as prescribed by the Stamp Act of the state where the claimant resides. The value of the non-judicial stamp paper shall be reckoned as higher of the amount as prescribed for an affidavit and an indemnity individually.
- B. If the value of securities exceeding **Rs. 10 Lakhs** as on the date of submission of application.
1. Submit 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.
 2. An overseas securities holder, in lieu of documents stated above can 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.
 3. Submit an **Affidavit-cum-Indemnity bond, Form A (Annexure-A)**, on a non-judicial stamp paper of appropriate value as prescribed by the Stamp Act of the state where the claimant resides. The value of the non-judicial stamp paper shall be reckoned as higher of the amount as prescribed for an affidavit and an indemnity individually.
- C. If value of securities up to **Rs. 10,000**, as on the date of submission of application, the security holder shall submit an undertaking as per the format specified at **Form A (Annexure-A)** on a plain paper.
- D. In accordance with the SEBI Circular dated January 30, 2026, the following documents are also required to be submitted:
1. **Form ISR-4** (duly completed and signed);
 2. Demat Request Form (DRF); and
 3. A copy of your Client Master List (CML), duly attested by your Depository Participant, not older than two months from the date of submission.
- E. If KYC is not registered, **Form ISR-1** duly completed along with PAN linked with Aadhar, Bank Mandate, contact details and Nomination details with self-attested supporting documents as required to be provided in **Form ISR-1** and **ISR-3 / SH-13**, in case these details are not registered or any change required.

F. Banker's attestation of the signature of the registered of all holders as per **Form ISR – 2** and supporting documents as mentioned in **Annexure B** (provided below), in case these details are not registered or any change required.

Note:

*In case of non-availability of Certificate Nos./Distinctive Nos./Folio nos., the RTA (upon written request by the security holder) shall provide the same, to the security holder, only where the signature and the address of the security holder matches with the RTA / listed company's records. In case the signature and/or the address do not match, the security holder shall first comply with the **KYC procedure** and only then the details of the securities shall be provided to the security holder by the RTA/ listed company.*

Annexure B - Bank Attestation

Option 1

- Original cancelled cheque with name of security holder printed on it or
- Self-attested Bank Passbook /Bank Statement,

OR

Option 2

Share holder can change / update signature by visiting the office of respective RTA in person and sign before the authorized personnel of the RTA In this case, the shareholder shall show the following documents in original for verification along with self-attested copies of the same.

- I. PAN Card and any one of the following four documents for Proof of Identity
 - a) Unique Identification Number (UID) (Aadhaar)
 - b) Valid Passport
 - c) Driving license in Smart Card form, Book form or copy of digital form
 - d) Identity card / document with applicant's Photo, issued by any of the following: Central / State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions duly attested by their employer with date and organization stamp

Note:

- *PAN shall be operative and linked with Aadhar*
- *In case of mismatch in the signature of the holder as available in our records and the present signature, the security holder shall provide the old and present specimen signature in the request letter in order to verify the same*
- *The Cancelled Cheque provided shall be of same bank account number mentioned in CML and ISR-1.*