

Are you a registered shareholder and have lost/misplaced your Share Certificate(s)?

Have you intimated the loss of share certificate(s) to us? If YES then follow the below mentioned procedure and forward to us the complete set.

If NO then kindly send us the intimation for loss of shares immediately and follow the below mentioned procedure and forward to us the complete set.

The following documents will have to be submitted alongwith the [application](#) in one lot within **21 days** from the date of intimation to us.

1. FIR/ Acknowledged copy of Police Complaint lodged with the local police station for the loss of the shares.

*Please note that all the details of the share certificates such as Name of the Company, Folio No., Share Certificate numbers alongwith Distinctive numbers and Name of the Registered Shareholder should be mentioned in the complaint. It also should be mentioned whether the share certificates were annexed with any transfer deed duly signed or not.*

2. [Indemnity Bond](#) on Rs. 200/- Non-Judicial Stamp Paper, duly attested by a Special Executive Magistrate (SEM) or Special Executive Officer (SEO) or Notary Public.

3. [Affidavit](#) on Rs. 20/- (**Rs. 100/- Non-Judicial Stamp Paper, if the applicant is resident of Maharashtra**) duly affirmed by a Special Executive Magistrate (SEM) or Special Executive Officer (SEO) or Notary Public.

4. Proof of Identification of the Shareholder(s), including that of Joint Shareholder(s) is required to be submitted.

*Copies of any two of the following, duly attested, in Original, by Special Executive Magistrate (SEM) or Special Executive Officer (SEO) or Notary Public will be accepted as Proof of Identification viz.,*

- |                  |                                |
|------------------|--------------------------------|
| a. Ration Card   | d. Driving Licence             |
| b. Election Card | e. Passport                    |
| c. PAN Card      | f. Electricity/Telephone Bill. |

5. Signature Attestation of the Shareholder(s), including that of Joint Shareholder(s) is required to be submitted, in Original.

*This should be obtained on the Letterhead of the Bank where the shareholder(s) have an account, signed by the Manager; identifying and verifying the signature(s) alongwith the shareholder(s) account details.*

**Important:** As regards cost of advertisement to be borne by the shareholder(s) or issue of public notice in the newspaper by the shareholder(s) at his/her/their own cost, depends upon company to company. This would be notified to the shareholder(s) after receipt of the documents mentioned in point 1 to point 5 above.

**Please Note:** *If the above documents do not reach us within stipulated time, we would be unable to hold the subject shares under "Stop Transfer". Moreover, neither the Company nor we as the Registrar & Share Transfer Agent shall be responsible for transfer of shares, if any, thereafter.*