MUFG Intime India Private Limited
A part of MUFG Corporate Markets, a division of MUFG Pension & Market Services
(Formerly Link Intime India Private Limited)

-Request for Issue of Duplicate Securities Certificate(s) from the Holder(s) of the Securities:

In case the registered folio(s) is/are "Non-KYC Compliant" we request, you to ensure that all KYC documents such as Form ISR-1, Form ISR-2, Form SH-13 / , Form ISR-3 to opt-out (optional) are registered with the Company as per SEBI Circular dated 3rd November 2021, and clarification circular dated 14th December 2021, which became effective form 1st January,2022. Further, investors are advised to refer SEBI -Master Circular HO/38/13/(4)2026-MIRSD-POD/I/4298/2026 dated February 06,2026

In the event the Registered folio(s) is/are "KYC compliant" and the details of the lost securities certificate(s) is/are available with you, we request you to fill in FORM –ISR-4,duly completed and signed by all the holder[s] along with the relevant documents, as per SEBI Circular dated 25th May, 2022.

Where the loss of securities does not pertain to the entire holding under the reference folio(s), kindly quote the distinctive numbers of the balance certificates in your possession in the application to enable the Company to determine and convey to you the distinctive numbers of the lost certificate[s].

In case the lost certificate[s] stand in the name of a deceased holder(s), the Nominee(s)/claimant(s)/legal heir(s) must establish the title to the securities on production of legal documents along with Form ISR-5 as per the procedure of Transmission of Securities, mentioned in SEBI Circular dated 18th May 2022, and also comply with the procedure for issue of duplicate certificate[s].

Procedure for Issue of Duplicate Securities:

For folio(s) which is/are not KYC compliant, registered holder(s) should ensure to do the KYC Compliance first, by filling up Form ISR-1, Form ISR-2, Form SH-13 / , Form ISR-3 to opt-out (optional) as per SEBI Circular dated 3rd November 2021. Further, investors are advised to refer SEBI -Master Circular HO/38/13/(4)2026-MIRSD-POD/I/4298/2026 dated February 06,2026

1. Form ISR-4: duly filled in all respect. as per SEBI Circular dated 25th January 2022. SEBI has mandated the listed companies/RTAs to issue securities in demat mode only, pursuant to investor service request.

2.The security holder shall submit Affidavit – cum - Indemnity Bond as per 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.

3.**For securities having value up to Rs. Ten Thousand**, as on the date of submission of application, the security holder shall submit an undertaking as per format specified at Annexure-A on a plain paper without notarisation.
Where value of securities Does Not Exceed Rupees Ten lakhs(#) per listed entity as on the date of submission of application for Issue of Duplicate Securities, the registered holder(s) shall comply with item no 1 to 3 as stated above:

#. The value shall be ascertained on the basis of closing price at any one of the recognized Stock Exchanges a day prior to the date of submission in the application.

Where **value of securities Exceeds Rupees Ten Lakhs(#)** per listed entity as on the date of submission of application for Issue of Duplicate Securities **additional documents as stated in point no 4 and 5 are required.**

As per Para 24.1.4 of SEBI -Master Circular HO/38/13/(4)2026-MIRSD-POD/I/4298/2026 dated February 06,2026,and SEBI Circular HO/38/11/11(3)2025-MIRSD-POD/I/1101/2025 dated 24.12.2025 for securities having more than Rs. Ten Lakhs listed company shall issue an advertisement regarding loss of securities in a widely circulated newspaper in the region where its registered office is situated, on a weekly basis.

The timeline for processing of the service request for issuance of duplicate security certificates shall commence from the date of submission of complete documentation by the investor or issuance of newspaper publication by the listed company, whichever is later.
The listed company may charge a minimal fee from the investor towards such advertisement."

4.Original newspaper clippings, where loss of securities has been published in a widely circulated newspaper.

5.As per Para 24.1.3, of SEBI -Master Circular HO/38/13/(4)2026-MIRSD-POD/I/4298/2026 dated February 06,2026,Submission by the security holder a copy of F.I.R / e-F.I.R /Acknowledged 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. An overseas securities holder instead of submitting F.I.R / e-F.I.R /Acknowledged Police Complaint, shall be permitted to provide self-declaration of the security certificates lost/ misplaced/stolen, which shall be duly notarised / apostilled / attested by the Indian Consulate / Embassy in their country of residence, along with self-attested copies of valid passport and overseas address proof.

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Important points to be noted:

a. Documents as mentioned above are mandatory for Issue of Duplicate Securities irrespective of the value of securities.

b. Registered Holder(s) shall submit Affidavit cum Indemnity Bond on Non-Judicial Stamp Paper (NJS) of appropriate value. You may use E-Stamping facility or Franking of Documents, if the facility is available in your location.

c. The affidavit -cum-Indemnity Bond shall be executed on non – judicial stamp paper of appropriate value as prescribed by the Stamp Act of the state where the claimant resides.

d. Attestation by Notary Public should mention their Book Number, Serial number, full address, registration number and affix their seal, Notarial Fee stamps, as applicable.

e. Client Master List (CML) If the Registered Holder(s) have a Demat Account as per the name(s) as provided in [Form ISR-4], you are requested to provide a self-attested copy of CML.

f. Investors are informed that after verification of the documents submitted and in case of change in signature / non-availability of signature / inability to sign due to old age or health problem / difference in name / requirements related to enhanced due diligence, additional documents will be called for, viz. Affidavit, Government Gazette, proof of identity / address, PAN, bank details, and such other additional procedures/documents, as applicable will be required to be submitted along with Form ISR-2.

g. Attestation by Notary Public / Gazetted Officer should mention their name, full address, registration number and affix their seal, Notarial Fee stamps, as applicable.

h. Nomination Form SH-13 or Declaration for opting out of Nomination as per Form ISR-3 to opt-out (optional) signed by all the Registered Holder(s) as required by [Form ISR-4] If you do not know the distinctive number(s) of the lost certificate(s) please provide folio number and the distinctive number(s) of the certificates in your possession, to enable us to verify and advise details of the lost securities.

In case you trace the certificate(s) which had been reported lost, please inform us immediately vide a letter signed by the holders as per their specimen signatures registered with the Company so as to avoid any complexity/delay in future transactions. Please also forward original / notarized acknowledged copy of Withdrawal of Police Complaint with respect to the securities traced.