JASCH INDUSTRIES LTD

PROCEDURE TO GET A DUPLICATE SHARE CERTIFICATE IN LIEU OF LOST OR MISPLACED

At the outset, we wish to inform you that Alankit Assignments Ltd, our Registrars and Share Transfer Agents  deal with matters pertaining to transfer, transmission and issue of duplicate share certificates on our behalf.  Their address is as under :

Alankit Assignments Ltd

(Unit : Jasch)

2E/21, Jhandewalan Extension

New Delhi 110055

email id : [ramap@alankit.com](mailto:ramap@alankit.com)

All the documents mentioned below are required to be sent to them for Issue of Duplicate Share certificate in a single set (containing all the documents in one go).  Formats for sending these documents are also given at the end of this communication. The documents required are :

1  Formal request letter for Issue of duplicate share certificates duly signed by all the Shareholders mentioning full address ,Contact no,  Email ID  &  Also  full Bank details  such as  Bank name, Branch address SB A/C No. MICR No  (9-digit code no.)

2  Indemnity bond &  affidavit  (as per draft attached) on stamp paper of Rs. 100 each duly executed  in all  respects  & signed by all the shareholders on each sheet of indemnity bond/affidavit ( Indemnity & affidavit both should be attested by notary public  who should also mention under his signature his full Name, Address, Registration no, Register  no, page no , Sr\_ no  which the documents has been registered in  the register maintained by  him for the purpose.)

 3   Police complaint for loss of certificate /misplace mentioned name of shareholder, fathers name,   address, telephone or mobile no of holder  & full details of share certificate i.e. .

      Folio no     certificate no          Dist \_no        No of share    Face Value (Rs.)      company name

    4  copy of  pan card + Residence proof (copy of Passport, Driving License, Electric bill, Telephone bill Voter Id,) of all the Joint shareholders, Witness, Sureties. duly attested Bank Manger Or notary public properly.

 5     Signature of Deponents duly attested by only nationalized bank manager or reputed bank in the enclosed format. Also Copy of Pass book Or current Statements duly attested by bank Manager   should be enclosed.

  6  Demand draft  of Rs. 1500/-   in favour of  M/s Jasch Industries Ltd     payable at  New Delhi  towards the cost of Advertisement in Public Notice of loss of the shares.

Please note that  unless all the documents mentioned above are sent to them (Alankit) together in one set,  no action will be taken by them.

FORMATS OF DOCUMENTS TO BE SENT

## Duplicate share certificate Form *Annexure-I*

To

**M/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are sending hereby Indemnity and affidavit for issuance of duplicate share certificates details of share

Certificate(s) as given below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Folio No.** | **Certificate No(s).** | **No. of Shares** | **Distinctive Nos.** |
|  |  |  |  |

I/We give hereby submit the following documents to support my claim for the said shares:#

Police Complaints Indemnity Bond duly attested by notary

Affidavit duly attested by notary

Signature attested by Bank Copy of Pan card & residence proof holder

Copy of Pan card & Residence of Witness Copy of Pan card & residence proof Surety

|  |  |
| --- | --- |
| Signature of the Shareholder  Name ;-  Address ;-  Contact No;-  Email Id :- | Bank Details of Shareholder  Name of Bank :-  SB A/C No.:-  MICR NO.:-  Branch Address:- |

Date:

Place:

**# *Tick in the applicable boxes* \* *Strike out whichever is not applicable***

**Deed of Indemnity**

**By the shareholder(s)**

(To be executed on Non-judicial stamp paper of adequate value as applicable in the place of execution)

Please furnish an Indemnity attested by **!st class Judicial magistrate ./ Notary Public** as per draft

WHEREAS I/We ………………….……………….……………….…aged ………………years Son/daughter/wife of Mr.………………………………Pan No….\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile No………………………Email No…………………....Residing at………………………………………………………………………( hereinafter referred to as the “INDEMNIFIER(S)” ( which expression shall include his/her/their Heirs, Executors, Administrators, Successors and Assign) have through an Affidavit informed M/S------------ that I/we had/have lost/misplaced …………………………… Equity Shares, as per details given hereunder, of M/S-----------------, an existing Company within the meaning of the Companies Act, 1956 . (hereinafter referred to as “the company”) and that the original Share Certificate is/is not in my possession.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Folio No. | Share Cert. No. | Distinctive Nos. | | No. of Shares |
| From | To |
|  |  |  |  |  |

AND WHEREAS the indemnifier(s) do hereby request the Company to issue of duplicate share certificate in respect of the said Shares upon his/their submitting this duly executed Deed of Indemnity to the Company.

Now in consideration of the Company having agreed to accept the aforesaid request I/We, the aforesaid Indemnifier(s), for myself/ourselves and for my/our Heirs/Executors, Administrators, Successors and Assigns, do hereby jointly and Severally covenant with the Company that I/We and each of my/our Heirs, Executors, Administrators, successors and assign will, upon the company releasing the Share Certificate as aforesaid, at all times save defend, indemnity and keep indemnified the Company, its Successors and Assigns, estate and effects, Directors, Managers and Company Secretary, theirs Heirs, Executors, Administrators, Successors and assigns from and against all actions, causes of actions suits, proceedings, accounts, claims, liabilities, damages, costs, charges, expenses and losses arising in any manner howsoever for or on account of aforesaid release of the Share Certificate or otherwise in connection with the same.

IN WITNESS WHEREOF the Indemnifier(s) has/have/their hands on the Indemnity Bound today the ………………………………………………………… day of …………………………………. Two thousand ………………………

Witnesses : \*\* Shareholders:\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Signature : …………………….  Name : …………………….......  Father’s/Husband’s Name ……  Occupation : …………………..  Address :  Contact No---------------- |  | 1 | Signature \* ……………………………………..  Name ………………………………………….. |
| 2 | Signature : …………………….  Name : …………………….......  Father’s/Husband’s Name ……  Occupation : …………………..  Address :  Contact No |  | 2 | Signature \* ……………………………………..  Name ………………………………………….. |
| 3 | Signature : …………………….  Name : …………………….......  Father’s/Husband’s Name ……  Occupation : …………………..  Address :  Contact No----------- |  | 3 | Signature \* ……………………………………..  Name ………………………………………….. |

Surities : \*\*

|  |  |
| --- | --- |
| 1 | Signature : …………………….  Name : …………………….......  Father’s/Husband’s Name ……  Occupation : …………………..  Address :  Contact No |
| 2 | Signature : …………………….  Name : …………………….......  Father’s/Husband’s Name ……  Occupation : …………………..  Address :  Contact No |

|  |  |
| --- | --- |
| Dated : | \* All the Shareholders must sign |
| Place : | \*\* Enclose certified True Copies of Identity Proof document, Address Proof document and Attested signatures of all the Witnesses and Sureties. |

**Affidavit**

for Issue of Duplicate Share Certificate(s)

(To be executed on Non-judicial stamp paper of adequate value as Applicable in the place of execution)

Please furnish an Affidavit attested by **!st class Judicial magistrate ./ Notary Public** as per draft

I/We …………………… wife/son/daughter of Mr. ………………………………Pan No……………………Mobile No……………………………………. Email Id No …………………………..residing at …………………………………………..that I/We were shareholder of M/s…………………………..

Details of shares as given below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Folio No. | Share Cert. No. | Distinctive Nos. | | No. of Shares |
| From | To |
|  |  |  |  |  |

Do solemnly swear and sincerely state as under :

1. That My/Our aforesaid Share Certificate(s) has/have been lost/misplaced and I/we have filed an FIR or police complain dated ………..… and am enclosing herewith a certified true Copy thereof.
2. That I/We have never till date :
3. Sold the said shares to any person or executed any Transfer Deed in respect of said Shares and have thus not received any consideration in respect of said shares.
4. Hypothecated/pledged the aforesaid Shares in favour of any person.
5. That thus I/We am/are the legal owner(s) of the said Shares and no-one else is/are legally entitled thereto.
6. That I/We am/are competent, eligible and entitled to receive the Share Certificate(s) in respect of the said Shares.
7. That I/We do hereby request M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to issue Duplicate Share Certificate(s) in respect of the said Shares upon my/our complying with all the requirements of the company in this regard.
8. That I/We am/are also submitting herewith a Self Certified Copy of my/our Identity proof document and Address proof document .
9. That I/We am/are also submitting herewith a specimen signatures duly attested by my/our Banker.
10. That I/We have executed a Deed of Indemnity in favour of the Company and am/are enclosing the same herewith.

This Affidavit has been executed by me/us at …………………………. (place) under my/our signature(s) on this ……………………. day of …………………….. Two thousand …………. in presence of under mentioned witnesses.

Witnesses : \*\* Shareholders:\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Signature : …………………….  Name : …………………….......  Father’s/Husband’s Name ……  Occupation : …………………..  Address :  Contact No | |  | 1 | Signature \* ……………………………………..  Name ………………………………………….. |
| 2 | Signature : …………………….  Name : …………………….......  Father’s/Husband’s Name ……  Occupation : …………………..  Address :  Contact No | |  | 2 | Signature \* ……………………………………..  Name ………………………………………….. |
| 3 | Signature : …………………….  Name : …………………….......  Father’s/Husband’s Name ……  Occupation : …………………..  Address :  Contact No | |  | 3 | Signature \* ……………………………………..  Name ………………………………………….. |
| Dated : | |  | | | | |
| Place : | |  | | | | |

**VERIFICATION**

I/We do hereby solemnly verify that the facts stated above are true to the best of my/our knowledge and that noting material in this regard has been concealed.

|  |  |
| --- | --- |
| 1 | Signature \* ……………………………………..  Name ………………………………………….. |
| 2 | Signature \* ……………………………………..  Name ………………………………………….. |
| 3 | Signature \* ……………………………………..  Name ………………………………………….. |
| \* All the Shareholders must sign  \*\* Enclose Self certified Copies of Identity Proof document, and Address Proof document of all Shareholder and of all the | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SIGNATURE VERIFICATION CERTIFICATE**  Passport Size Photograph  (To be attested by issuing authority  With her/her signature & rubber stamp appearing half  on the photograph and half on the certificate  I hereby certify that I know Sh./Smt./Kum …………………………………………………………….……………………………………… Son / Daughter of …………………………………………………………………………………………………………………………….…… and whose personal particulars, as given below, are correct to the best of my knowledge & belief. Also copy of Pan card , Residence proof,  & copy of Pass book attached.   |  |  | | --- | --- | | **1. Name** |  | | **2. Father’s Name** |  | | **3. Date of Birth** |  | | **4. PAN No.** |  | | **5. Contact Number** |  | | **6. Residence Address as per Bank Account Particulars** |  | | **7. Office Address** |  | | **8. Account maintained with the Bank**  i) A/c No. |  | | ii) Type |  | | iii) Maintained since |  | | iv) Address as recorded in Column 5 in above a/c since |  | | Signature of Account Holder |  |   **DETAILS OF ISSUER OF CERTIFICATE:**   |  |  | | --- | --- | | Name of Bank |  | | Full Name of Bank manager |  | | Designation |  | | Specimen signature code no |  | | Branch Address with Location |  | | Telephone/ Mobile No.: a)Branch:  b)Issuing Authority: |  |     Date: (Signature)  Place: Bank Seal |