

Instruction For Duplicate cum Transmission Share Certificate

A) IF Market Value Of Securities Up To Rs 5,00,000/- As On Date Of Application:

1. Request Letter Required From Claimant(s) For Issue Of Duplicate Share Certificate Cum Transmission also Mentioning Current Address, Mobile Number & Email ID.
2. Form A – Affidavit For Issuance Of Duplicate Securities To Be Executed In Rs.100/- Non Judicial Stamp Paper Duly Attested By Notary Public.
3. Form B- Indemnity For Issuance Of Duplicate Securities To Be Executed In Rs. 500/- Non Judicial Stamp Paper Duly Attested By Notary Public In cases Where Registered Office Address of The Company Is Within Maharashtra/Mumbai & In Rs. 200/- Non Judicial Stamp Duly Attested By Notary Public In Cases Where Registered Office Address Of The Company Is Outside Maharashtra. Where Rs.500/- Non Judicial Stamp Paper Duly Attested By Notary Public Is Required If The Shareholder Is Purchasing Stamp Paper From Maharashtra/Mumbai, Elsewhere In India Rs.200/- Non Judicial Stamp Paper Required Duly Attested By Notary Public.
4. As per the format of Indemnity kindly provide Two (2) Witnesses who are not relatives of the Shareholder. Kindly update their Full Names & Signatures.

Kindly provide both Witnesses their Self Attested Copy of Pan Card & Address proof (Aadhar Card OR Voting Card OR Valid Indian Passport OR Driving License).

B) IF Market Value Of Securities More Than Rs. 5,00,000/-As On Date Of Application.

1. Request Letter Required From Claimant(s) For Issue Of Duplicate Share Certificate Cum Transmission also Mentioning Current Address, Mobile Number & Email ID.
2. Form A – Affidavit For Issuance Of Duplicate Securities To Be Executed In Rs.100/- Non Judicial Stamp Paper Duly Attested By Notary Public.
3. Form B- Indemnity For Issuance Of Duplicate Securities To Be Executed In Rs.500/- Non Judicial Stamp Paper Duly Attested By Notary Public In cases Where Registered Office Address Of The Company Is Within Maharashtra/Mumbai & In Rs.200/- Non Judicial Stamp Duly Attested By Notary Public In Cases Where Registered Office Address Of The Company Is Outside Maharashtra Where Rs.500/- Non Judicial Stamp Paper Duly Attested By Notary

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Public Is Required If The Shareholder Is Purchasing Stamp Paper From Maharashtra/Mumbai, Elsewhere In India Rs.200/- Non Judicial Stamp Paper Required Duly Attested By Notary Public.

4. As per the format of Indemnity kindly provide Two (2) Witnesses who are not relatives of the Shareholder. Kindly update their Full Names & Signatures.
5. Kindly provide both Witnesses their Self Attested Copy of Pan Card & Address proof (Aadhar Card OR Voting Card OR Valid Indian Passport OR Driving License).
6. True 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) Or Acknowledgement Of Police Complaint With Rubber Seal Of The Police Station (To Be Furnished In English For Out Of Maharashtra Shareholders) Certificate Details To Be Mentioned Like Name Of The Company, Folio Number, Name(S) Of The Shareholder(S), Certificate Number(S), Distinctive Number And No. Of Shares,.
7. An Advertisement to Be Published In A Widely Circulated Newspaper As Per Our Format. The Full Sheet Of The Particular Page In Which The Advertisement Is Printed Also Be Attached(As Per Link Format). (If The Market Value Of Shares Is More Than Rs. 10,000/).

Format of documents for issue of Duplicate Share Certificate is available on RTA website:
<https://www.bigshareonline.com/Resources.aspx>