

# **Procedure For Issue of Duplicate Share Certificate**

1. True copy of fir 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, Certificate number, Distinctive number and Folio number.
2. Indemnity bond & affidavit executed and notarized on stamp papers of Rs. 500/- and Rs. 100/- respectively with photograph of applicant, the draft of which is enclosed. (Witness should be other than family member).
3. An advertisement to be published in a national daily (English newspaper) as per the attached format. The full sheet of the particular page in which the advertisement is printed also be attached. (If the market value of shares is more than Rs. 10,000/-)
4. Self attested copy of pan card (compulsory) along with Aadhar and voter id
5. Self attested copy of telephone bill / electricity bill (not older than 3 months).
6. Signature attestation by bank manager under his / her official stamp & seal with complete bank address & telephone number.
7. Self attested copy of pan and Aadhar card of witness mentioned in Indemnity Bond.
8. Original cancelled cheque leaf with name of the shareholder(s) printed of the same bank from where the above Signature attestation obtained.
9. Notarised copy of registered rent agreement (if applicable)
10. Notarised copy of death certificate (if applicable)
11. Duly filled ISR-4 Form

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