

**If you are unable to locate the original share certificates then follow the procedure for issuance of duplicate cum transmission of shares and provide us the following given below documents duly complete in all respect:**

1. Duly Notarized/Attested copy of Succession Certificate/Legal Heir Certificate/Probate of Will, if available.

OR

2. Duly Notarized Indemnity Bond & Affidavit (Format Enclosed) (Annexure A)
3. Duly Notarized/Attested Copy of FIR lodged in Police Station for loss/misplace of Shares.
4. Specimen signature of transferee(s) should be attested by the bank manager with whom their account is being maintained mentioning employee code, designation, branch name and their account number.
5. Self-attested copy of PAN card of the transferee(s).
6. Duly Notarized Copy of death certificate of the deceased shareholder.
7. Self-attested copy of address proof.
8. In case some legal heirs wish to renounce their rights to shares, kindly submit No Objection Certificate from other legal heirs (Format Enclosed)
9. Self-attested copy of ID proof of all legal heir(s).
10. Duly filled Transmission Form. (Format Enclosed)
11. Self-attested copy of ID proof of person(s) signing as surety and witness.
12. Copy of Public Notice published in newspaper for loss/misplace of share certificate

We assure you after receiving the documents mentioned above duly complete in all respect, further action will be taken at our end.