

Form ISR-4

(see circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

Request for issue of Duplicate Certificate and other Service Requests

(for Securities - Shares / Debentures / Bonds, etc., held in physical form)

Date: __ / __ / ____

A. Mandatory Documents / details required for processing all service request:

I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer Company (tick as relevant, refer to the instructions):

- Demat Account No. (If available):

Provide Client Master List (**CML**) of your Demat Account from the Depository Participant*

- Provide the following details, if they are not already available with the RTA (see [SEBI circular dated November 03, 2021](#) in this regard)

| | |
|-------------------------------------|--------------------|
| PAN | Specimen Signature |
| Nomination / Declaration to Opt-out | |

* (Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your **CML**). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use [Form ISR-1](#) in [SEBI circular dated November 03, 2021](#).

B. I / We request you for the following (tick relevant box)

| | |
|--|---|
| <input type="radio"/> Issue of Duplicate certificate | <input type="radio"/> Claim from Unclaimed Suspense Account |
| <input type="radio"/> Replacement / Renewal / Exchange of securities certificate | <input type="radio"/> Endorsement |
| <input type="radio"/> Sub-division / Splitting of securities certificate | <input type="radio"/> Consolidation of Folios |
| <input type="radio"/> Consolidation of Securities certificate | <input type="radio"/> Transmission |
| <input type="radio"/> Transposition (<i>Mention the new order of holders here</i>) | |

Claim from Suspense Escrow Demat Account

C. I / We are enclosing certificate(s) as detailed below:**

| | |
|---|----------------|
| Name of the Issuer Company | |
| Folio Number | |
| Name(s) of the security holder(s) as per the certificate(s) | 1. 2. 3. |
| Certificate numbers | |
| Distinctive numbers | |
| Number & Face value of securities | |

** Wherever applicable / whichever details are available

D. Document / details required for specific service request:

- I. Duplicate securities certificate
- II. Claim from Unclaimed Suspense Account

| | |
|--------------------|----------------------------|
| Securities claimed | (in numbers) (in words) |
|--------------------|----------------------------|

- III. Replacement / Renewal / Exchange of securities certificate
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- IV. Endorsement
- V. Sub-division / Splitting of securities certificate
- VI. Consolidation of securities certificate/Folios
- VII. Transmission
- VIII. Transposition
- IX. Claim from Suspense Escrow Demat Account

| | |
|--------------------|--------------|
| Securities claimed | (in numbers) |
|--------------------|--------------|

| | |
|--|------------|
| | (in words) |
|--|------------|

Provide / attach original securities certificate(s) for request for item numbers III to VIII above.

Declaration: All the above facts stated are true and correct to best of my / our knowledge and belief.

| | Security Holder 1 / Claimant | Security Holder 2 | Security Holder 3 |
|--------------|---|--------------------------|--------------------------|
| Signature | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Name | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Full address | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| PIN | <input type="text"/> | <input type="text"/> | <input type="text"/> |

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.