

DOCUMENT FOR DUPLICATE ISSUE OF SHARES APPLIED BY
LEGAL HEIRS
(IN CASE OF DEATH OF ALL SHAREHOLDERS)

In case all shareholders have died and share certificates are lost, legal heirs have to execute documents for duplicate as well as transmission of shares.

Kindly refer below procedure and formats (Indemnity Bond and Affidavit) for duplicate issue of shares by legal heirs; and documents for transmission will remain the same as available at www.masserv.com under download section.

For Duplicate issue of shares, following documents need to be submitted:

1. The copy of fir/police acknowledge complaint clearly mentioning the details of shares i.e. folio no, cert. nos., dist. nos. shares and name of the company and it should be required in original OR notarized.
2. Indemnity Bond & affidavit strictly on the basis on below given Performa.
3. The indemnity bond should be on Rs. 100/- non judicial stamp paper and affidavit on Rs. 10/- non judicial stamp paper and should be verified by a first class magistrate or oath commissioner or notarized with appropriate value of notarial stamp.
4. The name, signature and address of the sureties should be required on the Indemnity bond and also attach their photo ID proof having their address.
5. Each & every page of the indemnity bond & affidavit must be signed by the legal heir(s).
6. If shares value is more than Rs 10,000/- then an advertisement of the lost share certificates has to be given in newspaper (where registered office of the company is situated) furnishing the details of lost shares in English language.
7. Self attested copy of Aadhar card or voter ID or passport in respect of address of registered with us.
8. Specimen signature and color photograph of the one/all legal heir(s) duly attested by bank manager in enclosed Performa.
9. Original Cancelled Cheque with name of first legal heir printed on it OR copy of passbook or bank statement attested by banker alongwith cancelled cheque.
10. Self certified copy pan card of legal heir.

INDEMNITY FOR DUPLICATE CERTIFICATE (S)
(TO BE EXECUTED ON NON JUDICIAL STAMP PAPER OF RS.100/-)

I _____ [_____ (relation with deceased) of
_____ (Name of Deceased shareholder) S/o _____ aged ____ Years
Resident of _____.

State that late _____ was Shareholder(s) of M/s _____
Having its Regd. Office at _____ and hold equity shares as
per the details given below:-

Folio No	No. of Shares/Deb.	Certificate No (s)	Distinctive nos.
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The share/Deb. Certificate(s) in respect of the said Shares/Deb, had/have been lost/misplace/ not received and that are not forthcoming. The said shares/deb. was/were not accompanied by any blank transfer deeds signed by me/us and that I/We have not has any person by my/our order in any manner disposed of parted with or pledged the said share certificates or assigned my/our interest therein or any part thereof to any person. We am/are the sole and absolute owner(s) of the share covered by the said share certificates. I/we hereby undertake to surrender or cause the same to be surrendered to the Company, if and when the same is are found.

I/We therefore, request to issue the duplicate of the said share certificate (s).

I consideration of the Company so doing I/We do hereby Indemnity the Company and bind myself/ourselves, my/our heirs, executors and administrators to pay all claims/charges, costs, damages, expenses and losses which the said Company may Sustain incur or be liable for in consequences of having issued duplicate share certificate(s) at my/our above said request. The Company may realize the said claims, charges, costs damages, demands expenses and loses from me/us personality or/our heirs, executors or administrators of my/our properties as the case my be.

I/We , The undersigned Certify that the above facts are true and bind me/ourselves to make good all claims charges. costs, damages , expenses and losses which the said Company may sustain, incur or be liable for in consequence of complying with the request contained above and will be entitled to realize all claims, charges, costs damages expenses and losses from my/our persons or my/our properties as the case my be.

In witness whereof I/We signed this _____ day of 2018

<u>Name(s) of Claimant/Deponent</u>	<u>Signature(s) of Claimant/Deponent</u>
1	1) _____

Name, Address & Signature of two Sureties

1) Mr./Mrs. _____	2) Mr./Mrs _____
R/o _____	R/o _____
_____	_____
Signature _____	Signature _____

**AFFIDAVIT FOR DUPLICATE CERTIFICATE (S)
(TO BE EXECUTED ON NON JUDICIAL STAMP PAPER OF RS.10/-)**

I _____ [_____ (relation with deceased) of
_____ (Name of Deceased shareholder) S/o _____ aged ____ Years
Resident of _____.

State that late _____ was Shareholder(s) of M/s _____
Having its Regd. Office at _____ and hold equity shares as
per the details given below:-

Folio No	No. of Shares/Deb.	Certificate No (s)	Distinctive nos.

I/We do solemnly and sincerely swear and state as under :-

1> That/We have lost/misplaced the above mentioned Share/Deb. Certificate(s) and Did not find up to the date of swearing this affidavit even after making diligent search

2> That I/We have not sold ,mortgaged, pledged or otherwise dispose of the said Share/Deb.

3> That if and when I/We find the above mentioned share/Deb, cert. No(s) I/We shall Surrender the same forth with to the company for cancellation.

4> That I/We am/are furnishing this affidavit for the issue of duplicate Shares/Deb. certificate to me/us in place of the lost/misplaced share/Deb. certificate

5> That I/We failed a request to the Company _____ .to issue duplicate certificate(s) of the said Share/Deb.

Name(s) of Claimant/Deponent

Signature(s) of Claimant/Deponent

1)

1) _____

VERIFICATION

Name(s) of Claimant/Deponent

Signature(s) of Claimant/Deponent

1)

1) _____

The affidavit should be verified in the presence of First Class Magistrate or a Notary Public, In the event of verification in the presence of Notary Public, the affidavit should contain the Notaries Stamp.